



Dear Customer:

In response to your recent request for the subordination of the lien of our Mortgage to that of another institution, **all of the following items are required** in order to assure the timely processing of your request. Allow 10 business days to process a Subordination request.

**Processing Policy: Failure to supply any of the documentation listed below, Items 1 through 7, will result in the subordination package not being processed. This includes packages marked "documents to follow" or requests received that do not include one of the following:**

1. Page 2 of this Subordination Request Form, including preparing agent's name, phone and fax number.
2. A completed Subordination Agreement, with legal description, prepared by the institution or title or escrow company requesting the subordination.
3. Completed Uniform Underwriting and Transmittal Summary, Form 1008, or Real Estate Loan Application, Form 1003.  
**Please Note:** When submitting the Form 1008/1003, please make sure that both DTI (Debt to Income) and CLTV (Combined Loan to Value) fall within Washington Mutual Bank guidelines of 55% DTI and 90% CLTV. In addition, please be aware that some Washington Mutual Bank products can not be subordinated if the CLTV is greater than 80%. Subordination requests exceeding these maximum limits will be declined.
4. Copy of the Loan Commitment Letter or Loan Approval specifying the name of the new first-lien lender and how it should appear on the subordination agreement.
5. A copy of the Preliminary Title Report (or Recorded Deed of Trust) showing title insurance, or stating that the amount of the new loan will be insured, schedule of mortgages, liens and verification of taxes paid.  
**Note:** Any satisfied liens appearing on the Preliminary Title Report must be cleared prior to submitting your request for subordination.
6. A copy of **pages 1 and 2 only**, showing property address and appraisal amount, of the **new** (no older than 120 days of request) appraisal prepared for the institution requesting the subordination OR a copy of the original appraisal accompanied by a recent re-certification of the original value.
7. A **completed** prepaid return overnight envelope (UPS, Airborne or FedEx) with the return address and contact person to which the subordination agreement should be mailed.  
**Overnight envelopes received without an account number will be mailed regular mail.**

**Please overnight all subordination packages to the address listed below:**

WASHINGTON MUTUAL BANK  
Attn: Subordination Department  
Mail Stop CPC1205  
2500 223<sup>rd</sup> Street SE  
Bothell, WA 98021

**Please Note:** Washington Mutual Bank no longer charges a fee for processing subordinations.

For information on our policies and procedures surrounding the subordination process or to check on the status of the subordination request, please call 1-888-800-8738. Please allow three business days for processing before checking on the status of your subordination request.

Date: \_\_\_\_\_

Preparing Agent's Name: \_\_\_\_\_ Company: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Borrower Name: Alan & Debra Dumell New Lender Name \_\_\_\_\_

WaMu Loan Number: \_\_\_\_\_

New Appraisal Amount \_\_\_\_\_ New Loan Amount \_\_\_\_\_

New Combined Loan to Value % \_\_\_\_\_ New Debit to Income Ratio \_\_\_\_\_

New Credit Score \_\_\_\_\_

Will the credit limit on the Home Equity Line of Credit be decreased with this subordination?

- No (If no the worksheet is complete.)  
 Yes

Washington Mutual Account Number \_\_\_\_\_

Decrease line of credit to \$ \_\_\_\_\_

**NOTE:** It may be necessary to pay down the line to reduce the balance to the desired credit limit amount.

Please note that **ALL** borrowers' signatures are required to decrease the credit limit on the line of credit.

\_\_\_\_\_  
Borrower Name Printed

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borrower Name Printed

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borrower Name Printed

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Borrower Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borrower Name Printed

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Date

**Please note, by signing this document, you are authorizing your new lender to request a decrease in the credit limit of your Washington Mutual Home Equity Line of credit account. You do not need to sign this for only a subordination request.**