



Subordination Request Checklist for Community Alliance Credit Union

Please forward the following documents to:

Community Alliance Credit Union
ATTN: Lending Department
37401 Plymouth Road
Livonia, MI 48150
FAX: 734-464-2391
lendingdepartment@mycacu.org

Please allow 3-5 business days to process.

Necessary documents:

- Check for \$125 to cover the Subordination processing fee
- Written Request on company letterhead, with contact information for the individual processing the subordination. Please include new loan amount, and the purpose for cash out (if applicable)
- Borrower(s) authorization with signature (electronic signature accepted)
- Loan Estimate if available
- Copy of title commitment – Schedule A and Schedule B
- Appraisal, or other valuation method
- Instructions regarding:
 - Name of lender to appear on the Subordination Document
 - Address to mail the original Subordination, and shipping label (if required)
 - Borrower(s) Names and marital status exactly how it should appear on the Subordination Document.