



## SUBORDINATION INSTRUCTIONS

**Please complete all sections and submit with all requested items. Loan terms must match across all documents.**

**The following items must be included in your request:**

- Completed Subordination Request Form
- \$250 Check Payable to RoundPoint Mortgage Servicing LLC\*
- Interest rate and term of the existing 1<sup>st</sup> lien that is getting paid off
- Completed FNMA form 1008- Underwriting Transmittal Summary
- Completed FNMA form 1003- Uniform Residential Loan Application
- Loan Estimate
- Lenders Approval Letter
- Closing Disclosure
- Title Commitment- must show vesting, legal description, effective date and our recorded lien(s)
- Property Appraisal or Electronic Valuation
- Current Verification of Employment (omit if HARP)
- Third Party Authorization form signed by the borrower(s)
- New lien holders name exactly the way it should appear on the subordination document
- Fed Ex or UPS shipping label

**All subordinations are expedited and worked as soon as possible. Current completion time-frame is 12-15 business days.**

**Please be advised if the subordination request package is incomplete and/or inaccurate, any missing and/or corrected items should be received within 30 calendar days or the request will be closed and the package in its entirety must be resubmitted. If loan terms change, updated and accurate loan documents must be submitted.**

**\*There is a \$250.00 non-refundable processing fee due at the time of submission for the states listed below. If the subject property is not in one of the following states, no fee is required. This fee is charged for the submission and is not dependent on approval or denial.**

Alaska	Missouri	Rhode Island
Arkansas	Montana	South Carolina
Connecticut	Nebraska	South Dakota
Delaware	Nevada	Tennessee
Florida	New Hampshire	Utah
Georgia	New Mexico	Vermont
Hawaii	New York	Virginia
Idaho	North Dakota	Washington
Kentucky	Ohio	Washington, DC
Louisiana	Oregon	West Virginia

**Please send payment payable to RoundPoint Mortgage Servicing LLC, all required documents, and completed checklist to RoundPoint Mortgage Servicing LLC:**

**Mailing Address:**

RoundPoint Mortgage Servicing LLC ATTN:  
Subordination Requests  
P.O. Box 19409  
Charlotte, NC 28219-9409

**Overnight Address:**

RoundPoint Mortgage Servicing LLC ATTN:  
Subordination Requests  
446 Wrenplace Road Fort Mill, SC 29715

**What should I do if I have additional questions?**

If you need a payoff statement, or have questions or concerns, please call us at 877-426-8805 to speak with one of our friendly and knowledgeable customer service representatives. We are open Monday through Friday from 8:00 AM until 9:00 PM and Saturday from 10:00 AM until 3:00 PM Eastern Time.



## SUBORDINATION REQUEST FORM

Please complete all sections:

### ROUNDPOINT MORTGAGE SERVICING ACCOUNT INFORMATION

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

Borrower 1: \_\_\_\_\_

Borrower 2: \_\_\_\_\_

Property Address: \_\_\_\_\_

### REQUESTOR CONTACT INFORMATION

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### SHIPPING DETAILS

Prepaid Shipping label included

Fed Ex     UPS

Shipping Account Number: \_\_\_\_\_

### NEW 1ST MORTGAGE INFORMATION

Company Name: \_\_\_\_\_

Lien Holder Name: \_\_\_\_\_

Loan Amount: \_\_\_\_\_

Payment P&I: \_\_\_\_\_

Rate: \_\_\_\_\_

Term: \_\_\_\_\_

Yes     No     Request is part of Homeowners Affordability Refinance Plan (HARP)

Yes     No     Request is part of Homeowners Affordability Modification Plan (HAMP)

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