

Thank you for your inquiry about the subordination of the above referenced loan. In order for us to process your request, please forward the requirements listed below, once complete, use one of these options to deliver the requirements to the Credit Union:

- Upload to HUECU using the Document Uploader at huecu.org/upload. (Preferred!)
- Fax 617-384-7545
- Mail to:
Harvard University Employees Credit Union
104 Mt Auburn Street
Cambridge, MA 02138
Attn: Mortgage Servicing
- Visit any HUECU Branch

Please note the Maximum CLTV is 80%.

Requirements:

- Check in the amount of \$100.00 made payable to HUECU. The Subordination Agreement will not be sent until the fee is received.
- A signed letter from the borrower authorizing subordination
- Complete copy of the Application
- Copy of the first two pages of the Appraisal
- Copy of the Final Completed Transmittal form (1008)
- Income Verification (VOE's)
- Complete copy of the signed Commitment Letter
- Please list the correct legal name of the new lending institution to be listed on the Subordination and the name, address, and telephone number of whom the Subordination is to be sent.
- Credit Report

A decision will be made within 10 days of receipt of a complete subordination package. All incomplete packages will be suspended until documents are received.

IF OVERNIGHT DELIVERY OF THE EXECUTED SUBORDINATION IS REQUESTED, WE MUST BE PROVIDED WITH A PRE-PRINTED FED-EX LABEL WITH ACCOUNT NUMBER TO BE BILLED. OTHERWISE, THE SUBORDINATION AGREEMENT WILL BE SENT VIA STANDARD U.S. MAIL.

Should you have any questions, please do not hesitate to call mortgage servicing at (617) 495-8999.

Sincerely,



Sharon Cummings
Mortgage Servicing Manager