

Below is a list of documents Pentagon Federal Credit Union (PenFed) requires for reviewing a subordination agreement request.

Please allow our processors up to 30 days to process your request. Unfortunately, we are unable to accommodate rush requests at this time. To process your subordination request, PenFed charges a one-time, \$150 non-refundable fee.

Please provide the documents listed below by U.S. mail:

**Overnight mailing address:**

Pentagon Federal Credit Union  
2nd Trust/Equity Subordinations  
4875 Preston Road  
Frisco, TX 75034

We are unable to receive these documents by fax.

### Required Documents

1. Mortgage application and one of the following: Transmittal Summary, VA Loan Analysis or VA Refinance Worksheet
2. A full appraisal completed within the last 120 days. (For HARP, HASP, VA Streamline, FHA Streamline, MHA, or DU Refinance Plus, send AVM or DU Findings.)
3. Title Commitment/Title Binder
4. A copy of Note or Statement of Terms for existing First Mortgage being paid off.
5. A current pay-off letter for your loan being refinanced/paid off.
6. A copy of the loan approval/loan commitment
7. Payment of the one-time, \$150 non-refundable processing fee is required at the time the subordination agreement is submitted. If you are paying by check, please reference the borrower's first and last name on the check and make the check payable to PenFed. If you wish to pay by transferring funds from a PenFed account or from another financial institution, please use the Funds Transfer form.  
**Funds Transfer Form:** <https://www.penfed.org/Mortgage-Subordination-Processing-Fee/>
8. The fully prepared subordination agreement. Please ensure the subordination agreement is filled out completely. Subordination agreement documents are provided by PenFed for your convenience:  
**Subordination Agreement for Deed of Trust:** <https://www.penfed.org/Mortgage-Subordination-Agreement-Deed>  
**Subordination Agreement for Mortgage:** <https://www.penfed.org/Mortgage-Subordination-Agreement-Mortgage/>
9. If you would like the finalized subordination agreement returned to you by Fed Ex or UPS, please include a completed return shipment label. Otherwise, we will return the subordination agreement by regular U.S. mail.
10. Please provide your chosen lender or title company's contact name, email address and phone number.

**Please ensure all items are completed and notarized accordingly. Incomplete requests or missing documents will result in a processing delay.**

PenFed does NOT prepare the subordination agreement.