



## MORTGAGE SUBORDINATION AGREEMENT REQUIREMENTS

Below is a list of documents Pentagon Federal Credit Union (PenFed) requires for reviewing a subordination agreement request. Please allow our processors up to 10 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

If you prefer, you may also email us a completed package to [2ndTrustSubordination@Penfed.org](mailto:2ndTrustSubordination@Penfed.org) with ACH as the preferred payment method or you can mail the check separately to the address above.

(Note: The subordination will not be processed until payment is received.)

### Required Documents:

1. Mortgage application (1003) and one of the following: Transmittal Summary (1008), VA Loan Analysis or VA Refinance Worksheet
2. IF APPLICABLE—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.) Note: If documents in item #1 state the lender approved appraised value there is no need to send additional documents to support property value.
3. Title Commitment/Title Binder
4. 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: PenFed.org/Mortgage-Subordination-Processing-Fee](https://www.penfed.org/Mortgage-Subordination-Processing-Fee)
5. Subordination agreement—For your convenience, you may use one of the forms below, however PenFed does accept other fully prepared subordination agreement forms.  
PenFed does NOT prepare the subordination agreement.

Please select one of the appropriate forms below:

[Subordination Agreement for Deed of Trust \(1375\):](#)

[PenFed .org/Mortgage-Subordination-Agreement-Deed](https://www.penfed.org/Mortgage-Subordination-Agreement-Deed) AK, AZ, CA, CO, DC, ID, MD, MO, MS, MT, NC, NE, NV, OR, PR, TN, TX, UT, VA, WA, WV

[Subordination Agreement for Mortgage: \(1376\):](#)

[PenFed .org/Mortgage-Subordination-Agreement-Mortgage](https://www.penfed.org/Mortgage-Subordination-Agreement-Mortgage) AL, AR, CT, DE, FL, HI, IA, IL, KS, KY, LA, MA, ME, MI, MN, ND, NH, NJ, NM, NY, OH, OK, PA, RI, SC, SD, VT, WI, WY

[Subordination Agreement for Deed to Secure Debt \(1380\):](#) GA

[PenFed.org/Mortgage-Subordination-Agreement-Deed-Secure-Debt](https://www.penfed.org/Mortgage-Subordination-Agreement-Deed-Secure-Debt)

6. 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.
7. Please provide your chosen lender or title company's contact name, email address and phone number.

LTV Requirements—In addition, there is a combined LTV requirement, depending on the new loan type, and the occupancy of the property, please review list below:

Owner Occupied	Non Owner Occupied
Fixed owner occupied 90%	Fixed owner non-occupied 80%
HELOC owner occupied 90%	HELOC non-owner occupied 80%
Fixed first lien position 80%	
HELOC Int. only owner occupied 85%	HELOC Int. only non-owner occupied 80%
Texas owner occupied 80%	Texas non-owner occupied 75%
Condominium 75%	
5/5 HELOC owner occupied 75%	5/5 ELOC non-owner occupied 70%
10/20 HELOC owner occupied 90%	10/20 HELOC non- owner occupied 80%

