



# IBMSECU

Your time. Your money. Your future.®

## SUBORDINATION REQUIREMENTS FOR APPROVAL

**BORROWERS NAME:** \_\_\_\_\_ **MEMBER/LOAN** \_\_\_\_\_

**SUBJECT ADDRESS:** \_\_\_\_\_

## INSTRUCTIONS TO LENDER REQUESTING SUBORDINATION

### PLEASE SUBMIT THE FOLLOWING:

1. **\$250.00** CHECK PAYABLE TO IBMSECU FOR PROCESSING SUBORDINATION AGREEMENT.
2. SUBORDINATION AGREEMENT – IBMUGEWDOES **NOT** DRAFT DOCUMENT.
3. VERIFICATION OF VALUE – A COPY OF THE FIRST 2 PAGES OF THE APPRAISAL, AVM OR TAX ASSESSED VALUE.
4. VERIFICATION FROM LENDER THAT THIS NEW MORTGAGE IS NOT SUBJECT TO NEGATIVE AMORITIZATION (written statement from lender).
5. CURRENT PAYSTUBS.
6. SELF EMPLOYED: 2 YEARS OF TAX RETURNS, ALL PAGES AND SCHEDULES.
7. VERIFICATION OF NEW MORTGAGE AMOUNT (1008 OR DU FINDINGS).
8. **PROOF OF HOMEOWNERS, WINDSTORM AND FLOOD INSURANCE WITH OUR MORTGAGEE CLAUSE:**

**IBMUGE W ITS SUCCESSORS AND OR ASSIGNS, ATIMA, 1000 NW 17<sup>TH</sup> AVENUE, DELRAY BEACH, FLORIDA 33445**

**PLEASE FEDEX, UPS OR MAIL YOUR \$250.00 CHECK ALONG WITH THE ABOVE REFERENCED DOCUMENTS TO: IBMSECU, 1000 NW 17<sup>TH</sup> AVENUE, DELRAY BEACH, FL 33445.**

**IF YOU WISH TO HAVE YOUR DOCUMENT SENT UPS, PLEASE PROVIDE YOUR UPS ACCOUNT NUMBER IN ORDER TO RETURN YOUR DOCUMENTS.**

**PLEASE NOTE THAT IBMUGEWIS NOT INCORPORATED, THEREFORE DOCUMENTS WILL NOT BE SEALED.**

TURN AROUND TIME IS APPROXIMATELY **TWO WEEKS** – SHOULD YOU REQUIRE FURTHER INFORMATION CONTACT **MORTGAGE SERVICING AT 561-982-8734.**

**PLEASE PROVIDE CONTACT NAME, PHONE NUMBER, EMAIL ADDRESS AND NAME OF INSTITUTION**

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