



## SUBORDINATION REQUEST FORM AND REQUIREMENTS

(To be completed by a first mortgage lender)

**Bank of the West must remain in its current position** (usually 2<sup>nd</sup>).

Upon the first mortgage lender's completion of a subordination request, Bank of the West must be provided with a copy of the RECORDED subordination agreement. *Should the applicant decide to cancel the request, the applicant must provide a signed written statement and all Bank of the West original documents must be sent back to the address below.*

**Submit by Mail:**

Bank of the West - CRES Loan Servicing  
13505 California Street, MS: NE-BBP-LLS  
Omaha, NE 68154

**Submit by Email:**

subordination@bankofthewest.com

**Submit by Fax:**

877-699-0252

Borrower Name:	
Property Address:	Bank of the West Account #:
Title Company Name:	
Contact Name:	Address:
Email:	Escrow #:
Phone:	Fax:
Lender Name:	
Contact Name:	Address:
Email:	Phone/Fax:
New Loan Amount:	
Rate %:	Loan Type:
Modification: Reduce line amount to: \$	<input type="checkbox"/> Fixed <input type="checkbox"/> 30 Year <input type="checkbox"/> 15 Year <input type="checkbox"/> ARM

**Please provide the following to begin the process:**

- Non-refundable, upfront \$200.00 processing fee  
(AZ fee is \$100.00, No fee is charged in the following states: CO, IA, KS, MO, OK, MN, WA, and WY)
- Copy of 1003 Application
- Copy of Appraisal (Must not be older than 90 days)
- Copy of preliminary title report (title Report must not be older than 60 days)
- Completed Subordination Agreement (prepared by the Title Company). Escrow instructions will be provided to you with the signed and notarized Subordination Agreement
- An AIRBILL for return of the approved subordination

**Questions? Call (800) 827-7500 – Please allow 30 business days for processing.**

*This subordination request will be processed with the information provided. If any information changes, please submit a cancel request to [subordination@bankofthewest.com](mailto:subordination@bankofthewest.com) and submit a new package. Omission of any documents or fees may cause processing delays.*

*Day 1 of the 30 business day turn-around time begins when ALL documents have been received.*