

## SUBORDINATION REQUIREMENTS

This communication is in response to your request for the Computershare Loan Services subordination requirements. Below are the general guidelines for either a refinance or loan modification subordination. We may request additional information before making a decision.

1. The Computershare Loan Services loan must be current at the time of the request.
2. Computershare Loan Services does not subordinate to reverse amortization, negative amortization, option arm or interest only loans.
3. The HUD 1, Settlement Statement or equivalent document may not allow for cash back to the borrower and may not include the consolidation of any other debt or credit cards.
4. Depending on investor guidelines, the proposed combined loan to value ratio (CLTV) may not increase from the current CLTV.
5. Computershare Loan Services will only subordinate if it is already in a second lien position. Computershare Loan Services will not subordinate if its lien is the existing first lien.
6. If in conjunction with the subordination you would like to reduce the available balance on a home equity line of credit, a loan modification will be required. The following guidelines apply:
  - A. The loan modification is contingent upon subordination approval.
  - B. The credit line will be permanently capped at the reduced amount requested.
  - C. As permitted by state law, a fee of \$250.00 may apply.
  - D. The loan modification approval documents must be signed and returned. Please provide the requested new available balance and authorized contact information.
7. Due to the current market conditions, and individual investor guidelines all approvals are made on a case by case basis. Other documentation may be requested.

### Requirements for **refinance** subordinations:

1. As permitted by state law, a \$250.00 non-refundable subordination fee to be paid by verified funds, made payable to Computershare Loan Services, and received at the time of the request.
2. A completed checklist, found on the following page, **including all supporting documentation**.

*Please note: All items must be received in our office in order to begin processing your request for subordination. The expected completion time once all required items are received is 20 business days.*

### Requirements for **loan modification** subordinations:

1. As permitted by state law, a \$125.00 non-refundable subordination fee to be paid by certified funds (made payable to Computershare Loan Services) and received at the time of the request.
2. A letter of authorization, signed by all named customers on our account, permitting us to discuss and/or release Computershare Loan Services account information to the title company/broker/mortgage company. This letter must be specific in regard to the name of the title company/broker/mortgage company that you permit us to discuss your account with. See attached authorization or you may provide your own.
3. Completed Current First Lien Information Sheet for Subordination, as attached.
4. A copy of a recent property evaluation in the form of an AVM, Broker's Price Opinion or appraisal, dated within the past six months. An additional fee may be assessed to your loan to obtain one of these items if not provided.
5. A subordination agreement completed by the requestor for Computershare Loan Services' execution upon approval. Computershare Loan Services does not supply the subordination form.
6. A copy of the Loan Modification Agreement, if applicable.

7. Copies of financial information used to qualify the borrower for a loan modification and any hardship letters provided by the borrower. **This information is needed only if the Loan Program is not improving the borrower's financial situation and/or the principal and interest payment is increasing.**
8. Your contact information for questions (name, phone number and email address)
9. Full title report
10. Current 1<sup>st</sup> lien payoff quote

Please mail the Requirements Checklist and all required documentation to the following mailing address along with the required subordination fee, as permitted by state law:

ATTN: Subordination Department  
Specialized Loan Servicing LLC  
6200 S. Quebec St.,  
Greenwood Village, CO 80111

Submission of this information does not guarantee an approval, as other documentation may be requested. Upon a thorough review of your submittal, Computershare Loan Services will make a decision based on the guidelines and the information provided. Upon conclusion of our review, you will be notified of our decision. For your convenience we have attached a document check list.

**Additionally, there will be a \$25.00 fee assessed to the account for any document changes within the first ninety (90) days after the subordination has been approved and completed, as permitted by state law.** After 90 days, a new subordination package and fee will be required. In addition to the subordination fee, in any state that requires a Substitution of Trustee form, an additional legal fee of \$250.00 will be assessed for preparation and execution of these documents, as permitted by state law.

If you have any questions, please contact us at 1-866-220-0021, Monday – Friday 7:00am - 3:30pm MT or email us at [subordination@servicingloans.com](mailto:subordination@servicingloans.com).

Sincerely,

Customer Support Department  
Computershare Loan Services

**PLEASE SEE IMPORTANT DISCLOSURES ON THE FOLLOWING PAGE**

**<<SPECIALIZED LOAN SERVICING LLC IS REQUIRED BY FEDERAL LAW TO ADVISE YOU THAT THIS COMMUNICATION IS FROM A DEBT COLLECTOR.>>**

**<<THIS COMMUNICATION IS BEING SENT ON BEHALF OF <PRIVATE LABEL ENTITY NAME> BY ITS SERVICING AGENT, SPECIALIZED LOAN SERVICING LLC. SPECIALIZED LOAN SERVICING LLC IS REQUIRED BY FEDERAL LAW TO ADVISE YOU THAT THIS COMMUNICATION IS FROM A DEBT COLLECTOR.>>**

**BANKRUPTCY NOTICE - IF YOU ARE A CUSTOMER IN BANKRUPTCY OR A CUSTOMER WHO HAS RECEIVED A BANKRUPTCY DISCHARGE OF THIS DEBT: PLEASE BE ADVISED THAT THIS NOTICE IS TO INFORM YOU OF THE STATUS OF THE MORTGAGE SECURED BY THE SUBJECT PROPERTY. THIS NOTICE CONSTITUTES NEITHER A DEMAND FOR PAYMENT NOR A NOTICE OF PERSONAL LIABILITY TO ANY RECIPIENT HEREOF, WHO MIGHT HAVE RECEIVED A DISCHARGE OF SUCH DEBT IN ACCORDANCE WITH APPLICABLE BANKRUPTCY LAWS OR WHO MIGHT BE SUBJECT TO THE AUTOMATIC STAY OF SECTION 362 OF THE UNITED STATES BANKRUPTCY CODE. IF YOU RECEIVED A DISCHARGE OF THE DEBT IN BANKRUPTCY, WE ARE AWARE THAT YOU HAVE NO PERSONAL OBLIGATION TO REPAY THE DEBT. WE RETAIN THE RIGHT TO ENFORCE THE LIEN AGAINST THE COLLATERAL PROPERTY, WHICH HAS NOT BEEN DISCHARGED IN YOUR BANKRUPTCY, IF ALLOWED BY LAW AND/OR CONTRACT. IF YOU HAVE QUESTIONS, PLEASE CONTACT US AT 1-800-306-6057.**

**SUCCESSORS IN INTEREST - IF YOU ARE IN RECEIPT OF THIS COMMUNICATION PURSUANT TO YOUR STATUS AS A SUCCESSOR IN INTEREST TO THE SUBJECT PROPERTY, THIS NOTICE DOES NOT MAKE YOU LIABLE FOR THE MORTGAGE DEBT. UNLESS YOU ARE PERSONALLY LIABLE FOR OR HAVE ASSUMED THE MORTGAGE LOAN, YOU CANNOT BE REQUIRED TO USE YOUR ASSETS TO PAY THE MORTGAGE DEBT. THE LENDER HAS A SECURITY INTEREST IN THE PROPERTY AND A RIGHT TO FORECLOSE ON THE PROPERTY, WHEN PERMITTED BY LAW AND AUTHORIZED UNDER THE MORTGAGE LOAN CONTRACT.**

## REQUIREMENTS CHECKLIST

**Please note: Subordination requirements are consistent for all refinances, regardless of the refinance program.**

| Borrower Name  | Co-Borrower Name  |
|--|---|
| Borrower Contact Number  | Co-Borrower Contact Number  |
| Borrower Email Address   | Co-Borrower Email Address   |
| Item or document to be sent to SLS                                       | Details   |
| Fee of \$250.00, non-refundable for refinance subordinations             | No fee for properties located in Idaho, New York, North Carolina, Ohio, Texas, Virginia or other states where not allowed by applicable law.  |
| Fee of \$125.00, non-refundable for loan modification subordinations     | No fee for properties located in Idaho, New York, North Carolina, Ohio, Texas, Virginia, or other states where not allowed by applicable law.   |
| New lender information   | Contact information including: name, phone number and email address.  |
| Letter of authorization for release of loan information to a third party | A letter of authorization, signed by at least one borrower on the account, permitting us to discuss and/or release Computershare Loan Services account information. The letter must specify the name(s) of all companies (title, broker, and/or mortgage) authorized to receive requested information.<br>Must include the following: <ul style="list-style-type: none"> <li>• Authorized company/person contact information such as name, company, phone number and email address.</li> <li>• Printed name of all borrowers currently on the loan.</li> <li>• Signatures from at least one borrower currently on the loan.</li> </ul>  |
| Current first lien note  | See included information sheet. Must include a copy of the current first lien note.   |
| Payoff quote for first lien  | Good through the closing date.  |
|  | Copy of original application and initial Good Faith Estimate or equivalent document provided to the borrower  |
| Estimated HUD 1/ Settlement Statement or equivalent document             | <ul style="list-style-type: none"> <li>• No more than \$100.00 cash back to the borrower.</li> <li>• No debt consolidation or pay down.</li> <li>• New first lien loan amount matches on all documents.</li> <li>• Includes first lien payoff amount.</li> <li>• Estimated closing date: _____</li> </ul>   |
|  | •   |
| 1008 form, Uniform Underwriting Transmittal Form                         | New first lien loan amount must match on all documents.   |
| Subordination agreement  | <ul style="list-style-type: none"> <li>• Do not list Computershare Loan Services anywhere on the agreement.</li> <li>• SLS does not supply the subordination agreement or template.</li> <li>• Please provide MERS verbiage and the original lender information if our loan is registered with MERS.</li> <li>• New first lien loan amount must match on all documents.</li> <li>• All subordination agreements drafted for execution by Mortgage Electronic Registration Systems, Inc. (MERS) must have the MERS phone number (1-888-679-6377) and the MIN number associated with the loan placed on the agreement at the top or bottom of first page of subordination agreement.</li> <li>• Mississippi Only- for subordination agreements with MERS verbiage to be recorded in the State of Mississippi, please include both of the following addresses for MERS: <p style="text-align: center;"><b>1901 E Voorhees Street, Suite C<br/>Danville, IL 61834</b></p> <p style="text-align: center;"><b>and</b></p> <p style="text-align: center;"><b>P.O. Box 2026<br/>Flint, Michigan 48501</b></p> </li> </ul> |
| Title Search   | Must include all current lienholders of the property and lien amounts.  |
| 1003 Form, Borrower Application  | Copy of original application and initial Good Faith Estimate or equivalent document provided to the borrower.   |

A prepaid express mail label  
to return the subordination  
documents

If not received, the documents will be returned via regular mail.

**THIRD-PARTY AUTHORIZATION FORM**

\_\_\_\_\_  
**Mortgage Lender/Servicer Name (“Servicer”)**

\_\_\_\_\_  
**Account Number**

The undersigned Borrower and Co-Borrower (if any) (individually and collectively, “Borrower” or “I”), authorize the above Servicer and the following third parties (individually and collectively, “Third Party”) to obtain, share, release, discuss, and otherwise provide to and with each other public and non-public personal information contained in or related to the mortgage loan of the Borrower. This information may include (but is not limited to) the name, address, telephone number, social security number, credit score, credit report, income, government monitoring information, loss mitigation application status, account balances, program eligibility, and payment activity of the Borrower. The Servicer will take reasonable steps to verify the identity of a Third Party, but has no responsibility or liability to verify the identity of such Third Party. The Servicer also has no responsibility or liability for what a Third Party does with such information.

**Authorized Third Party Contact Information**

|                      |                              |                               |
|----------------------|------------------------------|-------------------------------|
| _____<br><b>Name</b> | _____<br><b>Phone Number</b> | _____<br><b>Email Address</b> |
| _____<br><b>Name</b> | _____<br><b>Phone Number</b> | _____<br><b>Email Address</b> |

**I UNDERSTAND AND AGREE WITH THE TERMS OF THIS THIRD-PARTY AUTHORIZATION:**

|                                       |  |
|---------------------------------------|--|
| _____<br><b>Borrower Signature</b>    | _____<br><b>Co-Borrower Signature</b>    |
| _____<br><b>Borrower Printed Name</b> | _____<br><b>Co-Borrower Printed Name</b> |
| _____<br><b>Date</b>                  | _____<br><b>Date</b>                     |

**Please complete this form and return it to us by mail or email at:**

6200 S. Quebec St.,  
Greenwood Village, CO 80111

3rdpartyauth@sls.net

**CURRENT FIRST LIEN INFORMATION SHEET FOR SUBORDINATION**

**Must include a copy of the current first lien note when submitting a subordination request**

| <b>Current loan information:</b>                    | <b>Proposed loan information:</b>                 |
|---|---|
| Current interest rate:<br><br>%                     | Proposed interest rate:<br><br>%                  |
| Current maturity date:                              | Proposed maturity date:                           |
| Current principal balance:<br><br>\$                | Proposed principal balance:<br><br>\$             |
| Current principal and interest payment<br><br>\$    | Proposed principal and interest payment<br><br>\$ |
| Capitalized amount (interest & escrow):<br><br>\$   | Proposed due date:                                |
| Current due date:                                   | Proposed loan program:                            |
| Current loan program:                               | Proposed mortgagee:                               |
| Estimated closing date for refinancing transaction: |   |