



Subordination Request Form

Subordination Guidelines:

- Processing time is **4** business days.
- If approved, there is a **\$350** charge for the Subordination Agreement. We will send an invoice, and the charge will need to be collected on the Closing Disclosure at closing.
- In most cases, we are unable to subordinate to a new 1st lien amount that exceeds the original 1st lien amount subordinated.
- If the home was acquired within the last 12 months, the acquisition cost (purchase price) will be used to establish the CLTV.
- All requests are subject to approval and are evaluated on a case-by-case basis. Additional information may be required for final approval.

Below are some typical reasons that IBC First Equity may not re-subordinate to a current 2nd lien:

- Untimely payments to IBC.
- Substantial depreciation of the property.
- Increasing the 1st lien amount from the original amount subordinated (90% & 95%, even if over 12 months seasoning has occurred).
- Streamline refinances with no new value.
- Overall customer profile - multiple jobs, poor credit, increased debt, etc.

In order to process your request for a Subordination Agreement, you must submit by fax or email the documentation below along with this form.

1. Schedules A & C of Title Commitment

GF Number: _____

Title Co. Closer: _____

Title Co. Name: _____

Title Co. Address: _____

Title Co. CSZ: _____

Title Co. Phone#: _____

Title Co. Email: _____

2. Appraisal - If not required, please note why and what value is being used:

3. Copy of 1008 and 1003

4. New 1st Lien Lender Information

Lender Name: _____

Loan Amount: _____

Loan Rate & Term: _____

Est. Closing Date: _____

5. Submitter Information

Borrower Name: _____

IBC Loan #: _____

Submitter Name: _____

Co. Name: _____

Co. Address: _____

Co. CSZ: _____

Submitter Phone #: _____

Submitter Email: _____

6. Mailing Info for Delivery Original Subordination Agreement

Attention: _____

Co. Name: _____

Co. Address: _____

Co. CSZ: _____

Air Bill provided (if no air bill provided original will be sent via regular USPS)

Please Send Requirements To:
subordinations@ibc.com or Fax: 800-330-4518

International Bank of Commerce
8998 Research Blvd. Austin, TX 78758
Ph: 512-346-8892

