



USAA Federal Savings Bank
10750 McDermott Freeway
San Antonio, Texas 78288-0544

SUBORDINATION REQUEST FORM

Instructions for Completing the Subordination Request Form

Please complete the attached Subordination Request Form in its entirety and return using the instructions on the form. All required documents listed must be received by USAA before the subordination request will be reviewed. If we do not receive the documents or if you make changes after it has been submitted, we will cancel the request and a new form must be submitted.

Instructions for Sending Processing Fee

A non-refundable \$100 processing fee is required for each HELOC account. Payments from the borrower will not be accepted. The new lender must send the processing fee by using one of the following options:

Wire proceeds to:

USAA Federal Savings Bank
Account name: HE Subordination Fees
Account number: 9406352003
Reference: HELOC account number and member name

Mail check processing fee to:

USAA Federal Savings Bank
10750 McDermott Freeway
San Antonio, TX 78288
Account number: 94063520032
Reference: HELOC account number and member name

Processing for the request may take up to 21 business days from the date we receive the processing fee, completed Subordination Request Form and all other documents listed.





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Subordination requests will not be processed until all required items are received. If we do not receive the following requirements or if you make changes to this request, we will cancel your request, and a new form must be submitted.

Mail all of the following documents to 10750 McDermott Freeway, San Antonio, Texas 78288-0544, or fax to 800-531-5717 using this form as your fax cover sheet. If faxing, use black ink.

- This completed Subordination Request Form
- Uniform Residential Loan Application (URLA) Form 1003 or Form 65
- Title Commitment listing USAA Federal Savings Bank as a Lienholder
- Complete copy of full appraisal report for subject property
- Loan Estimate (LE) or Closing Disclosure (CD)
- Copy of the 1008 Transmittal Summary
- Copy of wire receipt, wire tracking number or check for processing fee
- Borrower Authorization of Third Party (bottom of this form)

Request Information

Borrower Name 1		Borrower Name 2		USAA Home Equity Account Number	
Collateral Street Address for Subordination		City	State	ZIP	
Closing Date (mm/dd/yyyy)		Is this part of VA IRRL, FHA Streamline or Other: ☐ Yes ☐ No			
Amount of Cash Out	Reason for Cash Out		Purpose for Refinance: Rate or Term Reduction, etc.		
Loan Modification Required: ☐ Yes ☐ No					
		Required Loan Amount for Modification		Purpose for Modification	
Lender's Exact Name					
Lender's Contact Name		Lender's E-mail Address		Lender's Phone Number	
Send Approved Subordination To					

If requesting the subordination agreement to be returned by FedEx, include the FedEx account number to be billed. If a FedEx label or account number is not provided, USAA will send the subordination agreement by regular mail.

Name of entity, agency, or firm		Name of entity, agency, or firm Contact Name			
Address (physical address for FedEx delivery)		City	State	ZIP Code	
Business Phone Number		Fax Number	FedEx Account Number		
Borrower Authorization of Third Parties					

I (We) hereby authorize USAA Federal Savings Bank to provide the lender, entity, agency or firms listed herein with information or documentation on my Home Equity Loan Account. Such information released will pertain to the loan history, payment information, loan balance and/or payoff information. This authorization will remain in effect until 90 days after USAA Federal Savings Bank communicates the decision on the subordination request or we have received written notification from me or a co-borrower of its termination.

Printed name of borrower number 1	Borrower number 1 signature	Date
Printed name of borrower number 2	Borrower number 2 signature	Date

USAA Federal Savings Bank ■ 800-531-USAA (8722) (TTY:711/TRS) ■ Fax 800-531-5717



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