



Michigan State University Federal Credit Union
Attention: Loan Department
Subordination Request

Customer/Member Name: _____

MSUFCU Account Number: _____

Property Address: _____

Documents needed to process subordination request:

- 1. Appraisal report (pictures are not needed)
2. Underwriting/Transmittal Summary (Form 1008 or 1077)
3. Title Work
4. Closing Date: ____/____/____
5. \$150 Subordination Processing Fee
6. Preliminary Settlement Statement

Complete the name and address to whom we will be subordinating:

Name: _____

Address: _____

Please allow 5 days for processing. A copy will be faxed before the original is sent. All originals will be returned by U.S. mail. If you require overnight service, please include your FedEx account number: _____.

Contact Name: _____

Company Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

It is important that we receive ALL requested information. Please complete this form and return with the \$150 Subordination Processing Fee.

Incomplete requests will not be processed.

East Lansing
• 3777 West Rd.
• 600 E. Crescent Rd.
• 523 E. Grand River Ave.
• MSU Union

Lansing
• 653 Migaldi Ln.
• 200 E. Jolly Rd.
• 104 S. Washington Sq.

Okemos
• 1775 Central Park Dr.

Auburn Hills
• 3265 Five Points Dr.