



## Subordination Requirements

Please be aware that the following items are needed to complete processing for a Subordination Agreement from 1st Financial Federal Credit Union:

1. Title work showing 1st Financial Federal Credit Union formerly known as Aerospace Community Credit Union with book and page.
2. Copy of 1003, to verify total loan amount (90% CLTV Max)
  - Loan to value exceptions may be made on a case by case basis.
  - If you currently have a Home Equity Line of Credit that line may be frozen based on the current combined Loan to Value Ratio.
3. Copy of Appraisal (In some cases an appraisal may be required and may result in additional fees. We will notify you if this is necessary.)
4. Copy of Credit Report
5. Copy of Final Approval on 1st Mortgage (Must be Final Conditional Approval from underwriter)
6. Check made payable to 1st Financial Federal Credit Union in the amount of \$250.00 to cover filing and processing costs.
7. A business card with contact information for 1st mortgage processor
8. A UPS overnight label for return shipping

NOTE: The turnaround time for all subordinations is one week. Please make sure to schedule your closing enough time in advance to accommodate for this.

Mail the above documents to:

**ATTN: Centralized Lending  
1st Financial Federal Credit Union  
1232 Wentzville Parkway  
Wentzville, MO 63385**

### Questions?

Please contact 636-916-8300 or email [centralizedlending@1stfinancialfcu.org](mailto:centralizedlending@1stfinancialfcu.org).