

Please complete all sections and provide required documents as detailed below for processing.

Requests are subject to a non-refundable subordination processing fee of **\$150.00 (up to 10-business day processing)** or **\$225.00 (up to 5-business day processing)**.

Please email the completed checklist and required documents to solar@techcu.com with the **Subject Line: Subordination Request: Borrower Name** and **mail the check payment to: Technology Credit Union, Attn: Solar Subordination Payment, 2010 N. First Street San Jose, CA 95131, with copy of the completed and signed checklist.**

NOTE: Please ensure all required documents and information are included to avoid processing delays. **Technology Credit Union will prepare the Subordination Agreement and send to you upon receipt of payment.**

TechCU Solar Loan Information

Solar Loan Borrower Name(s): _____
Property Address: _____

Contact Information

(Please provide main contact person for file questions)

Company Name: _____
Contact Person Name: _____
Address: _____
Email: _____
Phone: _____

New Mortgage Information

(New 1st or 2nd mortgage lender, as it should appear on the Subordination Agreement)

Mortgage Lender Name: _____
Mortgage Loan Amount: _____
Borrower(s) Full Name: _____
Vesting Information: _____
Estimated Closing Date: _____

Completed Subordination Checklist must include the following documents:

- Completed and signed Subordination Checklist
- FedEx/UPS/USPS return label (required for shipping)
- Signed Borrower's Authorization to Release Information
- Preliminary Title Report (must show vesting, legal description, effective date and our recorded lien/s)
- Mail Check made payable to Technology Credit Union with a copy of the signed and completed checklist

By signing below, I certify all information provided related to the subordination request is true and correct to the best of my knowledge.

Requester Signature: _____ **Date:** _____