



Subordination Checklist Form for Solar Loans

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

Requests are subject to a required upfront non-refundable subordination **processing fee of \$150.00.**

- Fee can be paid via phone with a routing and account number by calling 1-833-895-6337
- Fee can be paid via check and mailed to:
 - Corning Credit Union, Attn: Solar Processing, One Credit Union Plaza, Corning, NY 14830

Please **email** this completed checklist and required documents listed below to SolarProcessing@corningfcu.org with the **Subject line: Subordination Request: Borrower's Name.**

*If mailing a check for the fee, please send this form and required documents along with the check.

Note: Please ensure **all** required documents and information are included in the email and satisfy the processing fee to avoid processing delays. Corning Credit Union will prepare the Subordination Agreement and mail within 1-2 business days of receiving all requested requirements.

Corning Credit Union 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:

Email address:

New Mortgage/Home Equity Information

(New lender we are subordinating to, as it should appear on the Subordination Agreement)

Mortgage/HE Lender Name:

Mortgage/HE Loan Amount:

Estimated Closing Date:

Completed Subordination Request must include the following documents/items:

Email to SolarProcessing@corningfcu.org

- **Completed Subordination Checklist Form** (this document)
- **Prepaid FedEx/UPS return label** (required for shipping the original Subordination Agreement)
- **Commitment Letter or Title Report** (must include borrower's name, new lender, and loan amount)
- **\$150.00 processing fee must be paid**