

**Subordination Processing Request Form
 PHH/THIRD PARTY LENDERS
 Attn: Account Management Department
 First Tennessee Bank / First Horizon National
 1555 Lynnfield Road, Bldg. C, Memphis, TN 38119
 E-mail - clsmodifications@firsthorizon.com
 FAX # 888-551-6087**

*****Effective January 3, 2012, Update fees are stated below. Subordinations for Virginia take slightly longer.*****

YOUR CONTACT INFORMATION

Contact's Name _____ Phone Number _____
 E-Mail Address _____ Fax Number _____
 Company Name _____

BORROWER INFORMATION

Borrower's Name _____ SS# _____
 Co-borrower's Name _____ SS# _____
 Collateral Address _____
 Street City State Zip Code
 Account Number(s) _____

New Mortgage Company's NAME and ADDRESS ** (as it should appear on Subordination Agreement) **

Name Address

Requirements for Consideration of Subordination to new 1st Mortgage

- Copy of Uniform Residential Appraisal Report
- Copy of Loan Application
- Copy of Conditional Loan Approval
- Copy of Good Faith Estimate
- Copy of Payoff Statement (current first mortgage)
- Copy of Underwriting Transmittal Summary (Completed copy of FNMA Form 1008)
- Copy of Preliminary Title Report less than three months old (must show vesting, legal description, and our recorded lien)
- Copy of Credit Report for cash-out transactions
- Copy of Borrower's Certification and Authorization Form
- PAGE 2 of this request form must also be completed and submitted along with Page 1
- CHECK or MONEY ORDER accepted; payable to First Horizon or First Tennessee (non-refundable) for **\$300.00**
- * Additional **\$100.00** for a rush request
- * Additional **\$50.00** to process a modification
- * Revision Request **\$50.00 (Documentation required : revised 1003, 1008, GFE and HUD-1 prepared by the first mortgage lender)**
- Provide a pre-paid courier air bill for **FED-EX** with account number and address. **DO NOT SEND AN ENVELOPE.**
- UPS air bills must be pre-paid and preprinted from UPS.COM. **Handwritten air bills are not allowed.**

Return Mail Instructions: Courier _____ Account # _____
 Company Name: _____ Attention: _____ Phone # _____
 Street: _____ City: _____ State: _____ Zip: _____

First Horizon/First Tennessee Processing Request Form (Page 2)

Borrower's Name: _____

Will any proceeds from the new loan pay down or reduce the balance of this account? Yes No

If yes, how much will be paid on the balance? _____

If yes, please list name of title/closing agent that will issue the proceeds check? _____

Current Mortgage Information (loan that is being refinanced)	New (Proposed) Loan Information
Current Mortgage Balance: _____	Proposed New Loan Amount: _____
Current Payment: _____	Proposed New Payment: _____
Current Loan Type: (check one)	Proposed New Loan Type: (check one)
<input type="checkbox"/> Fixed <input type="checkbox"/> HELOC <input type="checkbox"/> ARM <input type="checkbox"/> Balloon	<input type="checkbox"/> Fixed <input type="checkbox"/> HELOC <input type="checkbox"/> ARM <input type="checkbox"/> Balloon
Interest Rate: _____	Interest Rate: _____ Maturity date: _____
Amortization: (check which applies)	Amortization: (check which applies)
<input type="checkbox"/> Principal and Interest	<input type="checkbox"/> Principal and Interest
<input type="checkbox"/> Interest only	<input type="checkbox"/> Interest only
Term: (check which applies)	Term: (check which applies)
<input type="checkbox"/> less than 15 years	<input type="checkbox"/> less than 15 years
<input type="checkbox"/> 15 years	<input type="checkbox"/> 15 years
<input type="checkbox"/> 20 years	<input type="checkbox"/> 20 years
<input type="checkbox"/> 25 years	<input type="checkbox"/> 25 years
<input type="checkbox"/> 30 years	<input type="checkbox"/> 30 years
<input type="checkbox"/> more than 30 years	<input type="checkbox"/> more than 30 years
Index: (ARMS only, check which applies)	Index: (ARMS only, check which applies)
<input type="checkbox"/> Libor <input type="checkbox"/> Prime Rate <input type="checkbox"/> 11th District Cost of Funds	<input type="checkbox"/> Libor <input type="checkbox"/> Prime Rate <input type="checkbox"/> 11th District Cost of Funds
<input type="checkbox"/> Non-convertible 12 month Treasury Average	<input type="checkbox"/> Non-convertible 12 month Treasury Average
<input type="checkbox"/> Index <input type="checkbox"/> COSI	<input type="checkbox"/> Index <input type="checkbox"/> COSI
Initial Payment Adjustment	Initial Payment Adjustment
<i>(Time period for first pymt adjustment required for ARMS, HELOCs, Negative Amortizations and Interest Only Loans)</i>	<i>(Time period for first pymt adjustment required for ARMS, HELOCs, Negative Amortizations and Interest Only Loans)</i>
Subsequent Payment Adjustments	Subsequent Payment Adjustments
<i>(How Often the payment adjusts after the initial adjustment. Required for HELOCs, Negative Amortizations and Interest Only Loans)</i>	<i>(How Often the payment adjusts after the initial adjustment. Required for HELOCs, Negative Amortizations and Interest Only Loans)</i>

Turn time for a **standard** request is approximately 16 business days; processing fee is \$300.
Turn time for a **rush** request is approximately 8 business days; processing fee is \$400.
We accept personal checks, cashier's checks, or money orders, made out to First Horizon or First Tennessee Bank.
We do not accept credit card payments and will not debit the customer's account for fee payment.
We begin processing the subordination upon receipt of this fee.
The subordination fee will be refunded to you if for any reason we are unable to approve your subordination request.

If your new loan program does not require an appraisal, we will not require an appraisal.
The subordination request package should be sent to First Tennessee / First Horizon; address is on request form.

Call Customer Service at 800-382-5465 if you require a copy of the Note.

Our company policy prohibits us from subordinating on transactions where the borrower receives in excess of \$500 at closing. Proceeds cannot be used to pay off debt other than the current 1st mortgage. Transactions in which proceeds are to be applied to the loan being subordinated will be reviewed on a case by case basis, and will require the limit to be reduced to the new balance if the loan is a Home Equity Line of Credit . You have the option to restructure the new loan so that it meets our guidelines .