



DATE:

FROM: Requestor's Full Name
COMPANY: Company Name
PHONE: xxx-xxx-xxxx
FAX: xxx-xxx-xxxx
EMAIL: Requestor's Email Address

TO: Credit Department
AT: ISPC
PHONE: 800-345-4772 x1870
FAX: 888-259-5644
EMAIL: Subordinations@theispc.com

RE: Subordination request for: Customer's Full Name
Property Address: Property Address
ISPC Account #: ISPC Account #
ISPC File #: ISPC File #

ISPC SUBORDINATION GUIDELINES

At your request, ISPC may agree to subordinate its UCC-1 Financing Statement to accommodate the refinancing of a mortgage. We will respond to completed requests for subordination within five business days.

ISPC charges \$350 to review an application and prepare a Subordination Agreement. The charge of \$350 is non-refundable and must be paid prior to issuance of the executed Subordination Agreement. Any request for changes received after the executed Subordination Agreement has been mailed, will require a \$150 charge that must be paid prior to revising the Agreement. ISPC will accept payment conveniently via telephone at 800-345-4772, Ext. 1870.

To request a subordination of ISPC's filing, please provide the following documentation:

1. Our account holder's signed 'Request for Subordination and Acknowledgment of Fees'(below).
2. \$350 Subordination Charge remittance payable to ISPC (may be paid by phone).
3. A copy of the borrower's Residential Loan Application (Form 1003 or similar).
4. A copy of the title commitment report for the subject property, including legal description,
5. The Preliminary Closing Disclosure with the exact loan amount and the lender's name as it should appear in our Subordination Agreement.
6. A shipping label for delivery of the Subordination Agreement via the courier of your choice.
7. A valid email address for the customer's representative to whom ISPC will send a draft for review prior to our delivery of the Subordination Agreement for execution.

Email: _____

REQUEST FOR SUBORDINATION AND ACKNOWLEDGMENT OF FEES

I/We, the undersigned ISPC account holder(s), request ISPC to provide a Subordination Agreement to accommodate the refinance of our real estate mortgage. We authorize ISPC to divulge and discuss any information concerning our account with any third party concerning this transaction. I/We agree to pay ISPC \$350 to process and prepare the Subordination Agreement.

X	MM/DD/YYYY	X	MM/DD/YYYY
Applicant's Signature	Date	Co-applicant's Signature	Date

ISPC is a finance company that collects its own debts. Any information obtained will be used for that purpose.