

VIRGINIA AUTOMATIC SUBORDINATION CHECKLIST

Name of Borrower(s): _____

Property Address: _____

Loan Number: _____

SECTION 1

ALL OF THE FOLLOWING CONDITIONS MUST BE ANSWERED "YES" AND/OR THE BLANKS COMPLETED TO USE THE AUTOMATIC SUBORDINATION PROCESS, PRIOR TO LOAN APPROVAL.

Yes No

1. The property is residential and contains no more than one dwelling unit.

2. The property is an improved platted subdivision lot, townhouse or single family residence on acreage.

3. The prior mortgage and subordinate deeds of trust encumber only the subject property (i.e., no additional properties are allowed).

4. The subordinate deed of trust secures an original principal loan amount of \$150,000 or less.

5. The original deed of trust being refinanced was recorded prior to the subordinate deed of trust.

6. The refinance mortgage does not secure more than the current balance of the original mortgage amount \$_____ plus \$5,000. (obtain from payoff statement).

(Note: Cash-out refinances are ineligible for this automatic procedure.)

7. The refinance mortgage interest rate of _____ % does not exceed the original rate on the Note of the prior mortgage which is _____%.

8. The original principal loan amount of the original mortgage is \$_____.

9. The Deed Book _____, Page _____ of the original mortgage.