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350 Highland Drive  
Lewisville, TX 75087  
469-549-2000

# MEMORANDUM

**From:** Legal

**Subject:** Subordination Agreement Instructions

The subordination agreement is designed for corporations or individuals holding a lien position superior to the lien to be filed by Nationstar Mortgage. *Child support, judgment liens and UCC filings are not compatible with this form; therefore, please contact Legal to obtain the appropriate form for such situations.*

1. Enter the loan number in the upper right hand corner.
2. The description for the real property must be the legal description **exactly as it appears on the title commitment**. If the description is very lengthy, "See Exhibit 'A' attached" may be completed in the blank, and then the portion of the title commitment containing the legal description labeled "Exhibit A" and attached to the subordination agreement.
3. Nationstar Mortgage's loan amount and the date of the loan must be exact. Therefore, do not complete such blanks until the loan amount and closing date are finalized.
4. Once the agreement has been properly completed,
  - (i) the subordination agreement;
  - (ii) the portion of the title commitment describing the lien to be subordinated; and
  - (iii) the legal description for the subject property (Exhibit A, if attachment) should be reviewed by the appropriate Underwriting Manager.
5. Most changes to the subordination agreement will require the subordinating lienholder to execute a revised agreement. Therefore, obtaining approval, as described in step five,

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prior to obtaining the subordinating lienholder's signature, is strongly encouraged.

6. Some lenders or entities utilize their own agreement. Such agreement must be reviewed by Nationstar Mortgage Legal department.
  - Fax number for the Legal department is 469-549-2085.
  - Be sure to include your name, phone and fax number on the cover sheet.
  - Please allow for reasonable review time.

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