

# Legal Services Request - Subordination Agreement

Order Forms for specific documents can be downloaded from our website: [www.gregg-valby.com/forms.aspx](http://www.gregg-valby.com/forms.aspx)

## To Submit Digitally:

- Complete and save submission cover page
- Complete and save request form (if applicable)
- Save 1<sup>st</sup> page of 1003
- Email file to: [legalreview@gregg-valby.com](mailto:legalreview@gregg-valby.com)
- Order of attachments:
  - Legal Services Request
  - Order Form
  - 1<sup>st</sup> page of 1003
  - Complete Trust/P.O.A./etc.

## To Submit Using Hard-Copies:

- Complete the submission cover page
- Complete Request Form (if applicable)
- Stack file:
  - Submission Cover Page
  - Order Form
  - 1<sup>st</sup> page of 1003
  - Complete Trust/P.O.A./etc.
- Fax to: 800-688-1809  
Or
- Scan and save as an image file
- Email file to: [legalreview@gregg-valby.com](mailto:legalreview@gregg-valby.com)

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**G&V Client Name:**

**Phone #:**

**Loan #:**

**Email:**

**Contact:**

**Final Investor's Name:**

**Closing Date:**

**State of Closing:**

**Borrower's Name:**

**Property Address:**

**City:**

**State:**

**Zip:**

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**Notes:**

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If you have any questions:

Call 800.688.1006 & Ask for Legal Production Department

or

Email: [legal-production@gregg-valby.com](mailto:legal-production@gregg-valby.com)

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**Date:**

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**Accompanying the Order Form needs to be:**

**Title Commitment**

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**Complete the following:**

**Prepare a Subordination Agreement for the following item(s) references in the Title Commitment:**

Schedule , item .  
Schedule , item .  
Schedule , item .

**New Loan Amount: \$**

**Lender's Name:**

**Trustee:**

**Principal:**

**Agent:**

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**Instructions for delivery of Subordination Agreement:**

**Email**

Email Address:

**Fax**

Fax #:

**Mail**

**Overnight P.O.A.** (FedEx or UPS)

3<sup>rd</sup> Party Account # to be billed:

**Recipient's Name:**

**Recipient's Address:**

**Recipient's Phone #:**

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**Notes:**