**Stewart Title Guaranty Company**

**Automatic Subordination Checklist**

**All of the following statements must be marked “YES” to use the Automatic Subordination process.**

**YES NO** The property is residential and an improved, platted subdivision lot, townhouse,

 Condominium, or single residence on acreage.

**YES NO** The deed of trust to be refinanced and the subordinate deed of trust encumber only

the subject property

**YES NO** The subordinate deed of trust is for no more than $150,000.00

**YES NO** The subordinate deed of trust was recorded after 7/1/2000

**YES NO** The deed of trust being refinanced was of record prior to thesubordinate trust

**YES NO** The refinance mortgage secures no more than $5,000.00 above the current balance of the

loan being refinanced *(obtain figure from payoff statement)*

**This procedure is not available on ‘cash-out’ refinances**

**YES NO** The interest rate of the NEW Deed of Trust does not exceed the interest rate of the prior Deed of Trust

**YES NO** Neither the existing deed of trust nor the new deed of trust has an adjustable rate

**YES NO** The mortgage being subordinated is not payable to any county, city, town or agency, authority or political subdivision of the Commonwealth of Virginia

**YES NO** The existing deed of trust does not contain language prohibiting automatic subordination

The refinance deed of trust must contain the following language, **in bold type**, on the first page of the document:

**THIS IS A REFINANCE OF A DEED OF TRUST RECORDED IN THE CLERK’S OFFICE, CIRCUIT COURT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, VIRGINIA, IN DEED BOOK \_\_\_\_\_\_\_, PAGE \_\_\_\_\_\_\_, OR INSTRUMENT NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IN THE ORIGINAL PRICIPAL AMOUNT OF $\_\_\_\_\_\_\_\_\_\_\_\_\_\_, AND WITH THE OUTSTANDING PRINCIPAL BALANCE WHICH IS $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WHICH HAD AN INTEREST RATE OF \_\_\_\_\_\_% PER ANNUM.**