



Processing Center

P.O. BOX 2091
Glen Burnie, MD 21060

Effective December 1, 2020 all requests must be submitted through DocuSign. Use the [Mortgage Loan Subordination Request](#) on Bellco.org/Forms.

Important: Incomplete requests will be declined and returned. Please note that turnaround time is 10 business days from receipt of a complete package.

Thank you for expressing an interest in Bellco's Subordination process. Below is the documentation required by Bellco to process this request:

- Copy of signed Loan Application (Form 1003) or Transmittal Summary (Form 1008)
- Copy of Appraisal (if Appraisal performed) or supporting documentation on the value of the property
- Statement of Purpose of the refinance
- Copy of the current title report/binder showing all liens recorded on property
- Return shipping label (FedEx/UPS) with the information below:
 - Recipient Name
 - Mailing address
 - Phone number
 - Fax number

Please submit all forms through the [Mortgage Loan Subordination Request DocuSign](#).

If you have any questions, please call us at 1-800-BELLCO1 (235-5261)