CITY OF MADISON
REHABILITATION LOAN SUBORDINATION CHECKLIST

In order to process a request for a Subordination for a Rehabilitation loan, the following documents are needed: (NOTE: no cash out is allowed)

_____ Cover letter requesting Subordination. Explain old vs new terms.

_____ Copy of loan application.

_____ Copy of Good Faith Estimate.

_____ Copy of Title Work.

_____ Loan payoff statement, if available.

_____ Borrower's Authorization to Release Information.

Submit Subordination Request and $150 check payable to City Treasurer to and mail to:
Terri Goldbin or Craig Wilson
City of Madison – CDD
PO Box 2627
Madison WI 53701-2627

(Or fax subordination docs to 608-261-6126 or email to either
tgoldbin@cityofmadison.com or cwilson@cityofmadison.com)

Allow up to 10-15 business days to receive signed Subordination Agreement.

Any questions call Terri Goldbin 608-266-4223 or Craig Wilson 608-266-6557.