

**Mansion Hill-James Madison Park Neighborhood
Small Cap TIF #32 Loan
Application Packet Checklist**

- _____ Application
- _____ Offer to Purchase
- _____ Copy of first mortgage Good Faith Estimate
- _____ VOE
- _____ VOD
- _____ Credit Report
- _____ Copy of Plans/specs (if applicable)
- _____ Request for Exemption form (<http://www.cityofmadison.com/dcr/aaForms.cfm>)
- _____ Copy of all bids
- _____ List of Agents/Subcontractors form
Can find listing of Civil Rights Dept SMALL BUSINESS ENTERPRISE LISTING AT
<http://www.cityofmadison.com/dcr/documents/SBEDirectory.pdf>
- _____ Terms & Conditions form
- _____ MGO 3.35(5)(e) Disclosure Statement form
- _____ Permission to Verify form
- _____ Approved Site Plan
- _____ Copy of property inspection report

_____ After Rehabilitation Value Appraisal

NOTE: The City loan fees and charges to be paid at closing include a \$50 application fee to be paid by borrower at time of closing from borrowers own funds; a mortgagee's title insurance policy listing the City as a mortgagee; title company closing fee; recording fees for the City's loan documents; a 1.5% loan processing fee based on the City's loan amount; cost of an After-Rehabilitation Value appraisal and a Certificate of Completion. The City will pay for up to four construction draws, beyond that will be at the borrower(s) expense.

LENDER CONTACT PERSON

Name _____

Phone # _____

Fax # _____

E-Mail _____

CLOSING INFORMATION

Estimated closing date & Time _____

Where closing _____

Closer/Phone # _____

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Prior to Funding Checklist

- _____ Copy of first mortgage commitment letter
- _____ Title Insurance Lender's Policy listing the City of Madison
- _____ Copy of Preliminary HUD/closing statement
- _____ Copy of homeowners hazard insurance policy showing City of Madison-CDD as a mortgagee; PO Box 2627; Madison WI 53701-2627
- _____ W-9 form
<http://www.cityofmadison.com/dpced/economicdevelopment/documents/W-9.pdf>

Documents to be signed at loan closing

- _____ Small Cap TIF Loan Agreement
- _____ Land Use Restriction Agreement
- _____ Note
- _____ Mortgage
- _____ Escrow Agreement
- _____ Relinquish Certificate of Occupancy for Non-conforming Use (if applicable)

NEED A MINIMUM OF 60 DAYS TO PROCESS LOAN REQUEST.