

**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
- \_\_\_\_\_ 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; recording fees for the City's loan documents to be recorded; 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 # \_\_\_\_\_

***NEED A MINIMUM OF 60 DAYS TO PROCESS LOAN REQUEST.***

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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-EDD as a mortgagee; PO Box 2983; Madison WI 53701-2983

**Documents to be signed at loan closing**

- \_\_\_\_\_ Small Cap TIF Loan Agreement
- \_\_\_\_\_ Land Use Agreement
- \_\_\_\_\_ Note
- \_\_\_\_\_ Mortgage
- \_\_\_\_\_ Escrow Agreement