

**Rental Rehabilitation Program
CHECKLIST**

- _____ \$200 Application Fee (Check payable to City of Madison Treasurer)
- _____ Completed Application Form.
- _____ Completed Permission to Verify form.
- _____ Completed Tenant Survey by each tenant.
- _____ Copy of lease for each tenant.
- _____ Copy of the last two year's tax returns and all schedules.
- _____ Copy of signed Terms & Conditions form. (Return one signed set)
- _____ Copy of bids. (Prior to loan commitment)

(Note: Applicant will be responsible for payment of appraisal fee at loan closing.)

Upon receipt and review of above information, the following process and timeline are followed:

- _____ Inspection of property by City staff.
- _____ City issues commitment letter.
- _____ First American Title schedules closing.
- _____ Loan closed---takes approximately 2-3 weeks once scheduled.
(NOTE: Loan funds available for disbursement 4 business days after Closing.)
- _____ Work commences.
- _____ Submit invoices for payment to City, as work progresses.
- _____ Final Inspection by City Staff.