

**Rental Rehabilitation Program  
CHECKLIST**

\_\_\_\_\_ \$200 Application Fee (Check payable to City of Madison Treasurer)

\_\_\_\_\_ Completed Application Form.

\_\_\_\_\_ Completed Permission to Verify form.

\_\_\_\_\_ Copy of lease for each tenant.

\_\_\_\_\_ Copy of the last two year's tax returns and all schedules and W-2s.

\_\_\_\_\_ 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 prior to City ordering.)

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.

Mail to:

City of Madison – CDD

PO Box 2627

Madison WI 53701-2627

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