Department of Planning & Community & Economic Development
Community Development Division
30 W. Mifflin Street, 8th Floor
Mailing Address:
P.O. Box 2627
Madison, Wisconsin 53701-2627
Phone: (608) 266-6520
Fax: (608) 261-9626
www.cityofmadison.com

Child Care
Community Resources
Community Development Block Grant
Madison Senior Center

CITY OF MADISON LOAN SUBORDINATION CHECKLIST
For Down Payment Assistance loans

In order to process a request for Subordination for a City loan, the following documents are needed:

_____ Lender loan application
_____ Title Work
_____ Loan Estimate
_____1st mortgage commitment letter
_____Borrower's Authorization
_____Appraisal (for cash out for home improvements only)
_____Statement from borrower what cash out funds are going to be used for, if applicable.

Submit information to:
(Fed Ex/UPS)
City of Madison-CDD (Community Development Division)
30 W Mifflin St, 8th Floor
Madison WI 53703

(US Postal Service)
City of Madison-CDD
PO Box 2627
Madison WI 53701-2627

Email to: homeloans@cityofmadison.com (if documents can be sent securely)

Allow up to 10-15 business days for review of documentation and drafting and signing of document.

- Simple subordination (refinancing outstanding mortgage, no cash-out) cost of City subordination is $150.
- Cash-out refinance for improvements to property only. City subordination cost is $250.
- Collect fee from borrower at time of refinance closing and submit check payable to CITY OF MADISON TREASURER.

The total combined loan-to-value cannot exceed 95%, for a cash-out refinance for property improvements. Also borrower's total debt to income ratio cannot exceed 45% for cash-out refinance. (This policy does not apply to City Rehabilitation loans. See Rehabilitation Subordination checklist.)

City loan must be in 2nd mortgage position.