

CITY OF MADISON
HOME-BUY &/OR REHABILITATION LOAN
SUBORDINATION CHECKLIST

In order to process a request for a Subordination for a Home-Buy and/or Rehabilitation loan, the following documents are needed: (NOTE: no cash out is allowed)

- _____ Cover letter requesting Subordination. Explain old vs new terms.
- _____ Copy of loan application.
- _____ Copy of Good Faith Estimate.
- _____ Copy of Title Work.
- _____ Loan payoff statement, if available.
- _____ Borrower's Authorization to Release Information.

Submit Subordination Request and \$150 check payable to City Treasurer to and mail to:
Terri Goldbin or Craig Wilson
City of Madison – EDD
PO Box 2983
Madison WI 53701-2983

(Or fax subordination docs to 608-261-6126 or email to either
tgoldbin@cityofmadison.com or cwilson@cityofmadison.com)

IF BOTH A HOME-BUY & A REHABILITATION LOAN, SEND TWO SETS OF DOCUMENTS.

Allow up to 10-15 business days to receive signed Subordination Agreement.

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