

CITY OF MADISON  
REHABILITATION LOAN SUBORDINATION CHECKLIST

In order to process a request for a Subordination for a 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 Loan 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 – CDD  
PO Box 2627  
Madison WI 53701-2627

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

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.