



**Impact Development Fund**  
**200 E. 7<sup>th</sup> Street, Suite 412**  
**Loveland, CO 80537**  
**970.494.2021 970.494.2022 Fax**  
[info@impactdf.org](mailto:info@impactdf.org)

## Subordination Request Checklist

Impact Development Fund (IDF) will review the request for a Subordination Agreement once the required documents have been received. There is approximately a 3-5 day turn-around time on subordination requests. Please email or fax the documents to [info@impactdf.org](mailto:info@impactdf.org) or fax **970-494-2022**. If you have any questions please call 970-494-2021.

*Subordination requests must be reviewed by IDF and final approval must be given by contract loan lender and the turn times are dependent on the contract loan lender. **IDF charges a \$150 fee for the preparation of subordination documents and the subordination agreement will not be sent out until the funds are received.** If the borrower has more than one loan serviced by IDF the additional subordination agreement fee is \$50 for a total of \$200.*

- \_\_\_\_\_ Final 1003 and 1008
- \_\_\_\_\_ Title Commitment
- \_\_\_\_\_ Appraisal or Lenders Valuation of the property if no new appraisal is being done
- \_\_\_\_\_ 1<sup>st</sup> Mortgage Loan Approval
- \_\_\_\_\_ Letter from Borrower or Lender explaining the necessity for the Subordination
- \_\_\_\_\_ UPS or Fed-Ex prepaid label to overnight original Subordination Agreement
- \_\_\_\_\_ \$150 check or money order payable to Funding Partners

Borrower Name(s): \_\_\_\_\_

Closing Date for Refinance: \_\_\_\_\_

Title Company: \_\_\_\_\_ Closer: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Mortgage Lender: \_\_\_\_\_ Loan Officer: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Comments: \_\_\_\_\_

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