



Impact Development Fund
200 E. 7th Street, Suite 412
Loveland, CO 80537
970.494.2021 970.494.2022 Fax
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 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
- _____ 1st 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: Impact Development Fund
- _____ Signed Lender's Borrowers Authorization Form

Borrower Name(s): _____

Closing Date for Refinance: _____

Title Company: _____ Closer: _____

Phone #: _____ Email: _____

Mortgage Lender: _____ Loan Officer: _____

Phone: _____ E-Mail: _____

Comments: _____
