



Impact Development Fund
330 S. College Avenue, Suite 400
Fort Collins, CO 80524
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 for all loan programs except the H2O program 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 Funding Partners

Borrower Name(s): _____

Closing Date for Refinance: _____

Title Company: _____ Closer: _____

Phone #: _____ Email: _____

Mortgage Lender: _____ Loan Officer: _____

Phone: _____ E-Mail: _____

Comments: _____
