



TRANSACTION DOCUMENT CHECKLIST

Application

Energy Audit (including expected Cost Benefit Ratio and/or identification of pre-qualified measure listing) or Renewable Energy System Feasibility Study

Weighted Average Life calculation of the improvements

Scope of Work, which must include signed contracts or proposals for all measures

Lender Consent from Mortgagee

Title Search completed within 60 days of closing, including search for last owner, bankruptcy, liens, and taxes

A Draft Finance Agreement, which shall include the covenants listed in Section 6 (b) of the Administration Agreement

Utility Data Release Authorization Form

The following are required for final disbursement upon completion of installation of the improvements:

Confirmation from a NYSERDA or utility program that the improvements were installed

or

Receipt of paid invoices for the cost of the improvements and either:

- 1 - a site inspection by a municipal corporation-approved inspector **or**
- 2 - a certificate of completion signed by the installer and the property owner

A utility Permission to Operate notice for renewable energy generation