



## TRANSACTION DOCUMENT CHECKLIST

- Application
- Energy Audit (including expected Cost Benefit Ratio and/or identification of pre-qualified measure) 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
- Loan Data Checklist
- Title Search completed within 60 days of closing, including search for last owner, bankruptcy, liens and taxes
- A draft Finance Agreement, which must include the covenants listed in Section 4 of the Administration Agreement
- Utility Data Release Authorization Form
- Draft of Assignment Agreement
- Draft of Certificate of Levy and Lien of Benefit Assessment
- Draft of Assignment of Benefit Assessment Lien

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

- Confirmation from a NYSEDA or utility program that the improvements were installed (*if applicable*)
- Certificate of Occupancy or other evidence of a satisfactory final inspection by an inspector approved by the Municipality
- Utility Permission to Operate notice for renewable energy generation (*if applicable*)
- Certificate of Completion signed by the Capital Provider and the Property Owner