



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 improvements
- ☐ 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 NYSERDA 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