

## Energize NY Finance Checklist

| CHECK IF COMPLETED       | STEPS                                     | NOTES   | TIMELINE                           |
|--------------------------|---|---|------------------------------------|
| <input type="checkbox"/> | <b>1. Pre-application</b>                 | Submit the pre-application here:<br><a href="http://commercial.energizeny.org/commercial-finance-application">http://commercial.energizeny.org/commercial-finance-application</a>   | -                                  |
| <input type="checkbox"/> | <b>2. Conditional Reservation Number</b>  | Energize NY (ENY) issues a conditional reservation number if responses on pre-application indicate ENY criteria will be met. ENY informs the client about the estimated maximum eligible amount of financing equal to 10% of the market value of the property determined from the municipal tax rolls.  | 2 business days                    |
| <input type="checkbox"/> | <b>3. Property Value</b>                  | a. If Client is fine with the assessed property value – go to step 4.<br>b. If Client believes property value is higher than the assessed value by the municipality – client provides ENY an <a href="#">MAI appraisal</a> no older than 1 year. ENY can help find an appraiser. ENY will accept an MAI “As Proposed” appraisal.  | Client dependent                   |
| <input type="checkbox"/> | <b>4. Energy Assessment/Scope of Work</b> | a. Client needs help finding a contractor/energy auditor.<br><u>Please contact ENY commercial team:</u><br>- Jana Petrikova, ENY Assistant Commercial Director, 914-302-7300, <a href="mailto:janap@energizeny.org">janap@energizeny.org</a><br>- Robert Fischman, ENY Commercial Director, 914-302-7300, <a href="mailto:robertf@energizeny.org">robertf@energizeny.org</a><br>b. Client is already working with a contractor. Please provide ENY with the energy assessment/audit/feasibility study and/or the scope of work. | Client dependent                   |
| <input type="checkbox"/> | <b>5. Incentive Programs</b>              | Collaborate with contractor and the ENY Commercial Team on applying for the appropriate incentive programs with NYSERDA or local utility to lower overall cost of the project.  | Dependent on the incentive program |
| <input type="checkbox"/> | <b>6. Title Search</b>                    | Reserve and pay for the title search when requested by ENY Director of Underwriting.  | 7-10 business days                 |

|                          |   |   |                                     |
|--------------------------|---|---|-------------------------------------|
| <input type="checkbox"/> | <b>7. Application</b>                                 | <p>Complete the customized application obtained from the ENY Director of Underwriting. The documentation required:</p> <ol style="list-style-type: none"> <li>a. Determine whether to pay up front or capitalize the ENY Application Processing Fee (\$100-\$1,000 based on the cost of the proposed improvements in the approved Scope of work).</li> <li>b. Provide organizational documents (NYS Department of State Certificate of Good Standing or, in the case of a Partnership, a copy of the Partnership Agreement; in the case of a Corporation, the Certificate of Incorporation; for a LLC, the Articles of Organization; for a Trust, a copy of the Trust Agreement; and a corporate resolution).</li> <li>c. Submit NYSERDA and/or utility incentives and corresponding approved Scope of Work.</li> <li>d. For solar improvements – provide evidence of Property &amp; Casualty insurance.</li> <li>e. Provide Appraisal – if required.</li> <li>f. Certificate of Resolution (indicates that the individual signing the agreement has been authorized to do so).</li> <li>g. By-Laws (for corporations).</li> <li>h. Sanctioned Countries Statement (indicates that you either do not do business outside of the United States or, if you do, that you do not do business with sanctioned countries).</li> </ol> <p>If property has a mortgage:</p> <ol style="list-style-type: none"> <li>i. Provide two most recent mortgage statements.</li> <li>j. Provide completed ENY Finance Lender Consent Form (written consent from mortgagee(s) or other lenders who have provided credit secured by the Property).</li> </ol> | <p>Client dependent</p>             |
| <input type="checkbox"/> | <b>8. ENY Approval</b>                                | <p>Upon ENY approval, client receives from ENY:</p> <ol style="list-style-type: none"> <li>a. Finance agreement</li> <li>b. Client Summary Term Sheet</li> <li>c. Finance Disclosure Form</li> <li>d. Certificate of Owner</li> <li>e. Closing instructions</li> </ol>  | <p>15-20 business days</p>          |
| <input type="checkbox"/> | <b>9. Sign and return Finance Agreement documents</b> | <p>Some documents need to be signed by the client in front of a notary. At signing, ENY confirms and locks the finance rate.</p>  | <p>Client dependent</p>             |
| <input type="checkbox"/> | <b>10. Notice to proceed</b>                          | <p>Upon receipt of the Finance Agreement documents, EIC issues a Notice to Proceed.</p>   | <p>1 business day</p>               |
| <input type="checkbox"/> | <b>11. Disbursement upon completion</b>               | <p>Disbursement occurs when project has been certified as completed by NYSERDA or utility.</p>  | <p>Dependent on completion date</p> |