



Energize NY Finance Checklist

RESPONSIBLE PARTY	STEPS	NOTES	TIMELINE
Property Owner	1. Pre-application	Submit the pre-application here: http://commercial.energizeny.org/commercial-finance-application .	-
Property Owner	2. Conditional Reservation Number	Energize NY (ENY) issues a conditional reservation number if pre-application responses indicate ENY criteria will be met. ENY informs the client about the estimated maximum eligible financing amount based on estimated property value.	2 business days
Property Owner	3. Property Value	ENY can accept various types of appraisals including the Full Market Value as determined by the local tax assessor, or a professional appraisal completed within the last year by a Member of the Appraisal Institute or a NY Certified General Appraiser. ENY will indicate what type of appraisal it will require in the Conditional Reservation Number response.	Client Dependent
Property Owner	4. Title Search	ENY will issue a payment request for the title search as directed on the conditional reservation.	7-10 Business Days
Property Owner	5. Lender Consent	If property has a mortgage, provide completed ENY Finance Lender Consent Form (written consent from mortgagee(s) or other lenders who have provided credit secured by the Property).	Client/Lender Dependent
Contractor	6. Energy Assessment/Scope of Work	a. Client needs help finding an energy auditor/renewable energy contractor. - See Energize NY Web Site b. Energy auditor/renewable energy contractor provides ENY with the energy assessment/audit/feasibility study and the scope of work.	Client / Contractor Dependent
Contractor	7. Incentive Programs	Apply to the appropriate incentive programs with NYSERDA or local utility to lower overall cost of the project. Submit copies of incentive applications and award notices to ENY.	Dependent on the incentive program

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Property Owner	8. Application	<p>Complete the customized application obtained from the ENY Director of Underwriting. The documentation required:</p> <ol style="list-style-type: none"> Submit ENY approved Energy Audit and/or Renewable Energy System Feasibility Study and Scope of Work. 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 and By-Laws; for a LLC, the Articles of Organization; for a Trust, a copy of the Trust Agreement; and a corporate resolution). If property has a mortgage, provide two most recent mortgage statements Provide Appraisal – if required. Secretary’s Certificate of Resolution Sanctioned Country Attestation Third Party Agreements (in the case of 3rd Party Ownership) If solar – provide evidence that your property insurance will cover the system 	Client Dependent
Property Owner	9. ENY Approval	<p>Upon ENY approval, client receives from ENY:</p> <ol style="list-style-type: none"> Finance agreement Client Summary Term Sheet Finance Disclosure Form Certificate of Owner Closing instructions 	15-20 business days
Property Owner	10. Sign and return Finance Agreement documents	Some documents need to be signed by the client in front of a notary. At signing, ENY confirms and locks the finance rate.	Client Dependent
Property Owner	11. Notice to proceed	Upon receipt of the Finance Agreement documents, ENY issues a Notice to Fund the Project Fund where funds may be disbursed to fund milestone payments and/or a completion payment.	1 business day
Property Owner	12. Disbursements	<p>Final disbursement occurs when the project has been certified as completed by NYSERDA, utility or both the Contractor and the Property Owner by signing a Certificate of Completion or equivalent document.</p> <p>Under certain circumstances construction financing may be available. Please consult with the Energize NY Program Administrator.</p>	Dependent on the completion date