

Catalyst Term Loan Required Application Documentation

A. Loan Application

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B. Technical Documents

1. Construction/installation schedule
2. Contractor agreements for installation
3. Energy Savings Analysis / Audit Report
4. Utility documentation confirming energy savings / utility incentive

C. Financial Documents

1. Current year operating budget for the property
2. Previous two years':¹
 - a. Income/operating statements,
 - b. Statements of cash flows, and
 - c. Balance sheets for the property
3. Copy of most recent appraisal
4. Proof of insurance for the property
5. If residential / multifamily, rent/lease roll for property, including lease expiration dates
6. Copy of most recent mortgage statement
7. For Affordable Housing Projects, please provide:
 - a. Names of mortgage holders
 - b. The other types of property debt
 - c. Status of liens against property
 - d. Types and amounts of subsidies received
 - e. Agency contacts of subsidy providers

Contractors may request a pre-review with the Program Administrator to ensure compliance.

¹ Audited or reviewed for all statements is preferred; if unaudited/unreviewed, supply complete copy of most recent 2 years tax return packages.