

FINANCING AND INCENTIVE APPLICATION

Residential Single Family Owner-Occupied Property



NYSERDA

INSTRUCTIONS

Complete this application to apply for Residential Financing or an income-eligible incentive; or both. If additional assistance is needed to complete this application, please contact Energy Finance Solutions (EFS) at 1.800.361.5663.

USE OF THIS APPLICATION

- This application can only be submitted by an Applicant and/or Co-Applicant that owns and resides in the single family property where the clean energy project is to be installed. For other single family properties, or for two- to four-family properties, please use the One- to Four- (1-4) Family Property Application.
- This is not a contract for a loan nor does it lock you into any commitment with a contractor. Applying for a loan will include a review of your credit history. Final loan type, interest rate, and loan term will be based, in part, on a review of your clean energy project. This application may also be used to apply for a reduced loan interest rate for qualifying households. Visit nyserdera.ny.gov/interest-rate-estimator for additional information on household eligibility and interest rates.
- This application may also be used to apply for income-eligible incentives for projects in buildings occupied by qualifying households. Not all project types have incentives available. Visit nyserdera.ny.gov/household-income for additional information on household eligibility.

SECTION 1: GENERAL INFORMATION

To be completed by all Applicants

A. CLEAN ENERGY PROJECT TYPE

Select all that apply.

- Energy Efficiency Upgrades: air sealing, insulation and heating improvements
- Pellet Stove: free standing heating systems
- Solar Electric System: Solar Photovoltaic (PV) systems
- Solar Hot Water System: Solar thermal water heating systems

B. APPLICANT INFORMATION

Complete this section for the Applicant.

C. PROPERTY INFORMATION

Complete the address information where the clean energy project will be installed *only if it is different than the Applicant's mailing address.*

- Select any additional descriptors that apply to the property.
- Indicate in the space provided the total number of people who reside at the property (include full time student(s) whether living in the household or not).

D. ENERGY SUPPLIER INFORMATION

If applying for an income-eligible incentive or an On-Bill Recovery Loan (Section 2), attach a copy of your most recent electric and natural gas (if applicable) utility bills.

Indicate in the space(s) provided if you are currently on a Deferred Payment Plan with your electric and/or natural gas utility. If you are currently on a Deferred Payment Plan with your utility, you will be eligible for a Smart Energy Loan only.

Indicate in the space provided if you purchase oil, propane, kerosene, wood pellets, coal, or wood to heat your home.

E. PROJECT PARTNER INFORMATION

Your project partner is the name of your contractor (if known), and/or the name of a Community-Based Organization (CBO) who may be providing assistance. Information pertaining to the status of your loan or income-eligible incentive will be sent to the project partners you have identified in the space provided so they can plan next steps with you.

SECTION 2: FINANCING INFORMATION

Complete this section if applying for a loan; otherwise proceed to Section 3.

Fee Information: The \$150.00 application processing fee will be included in the loan amount unless you check the box indicating you will be paying this fee separately by check.

F. LOAN TYPE

NYSERDA offers two loan types: On-Bill Recovery Loan and Smart Energy Loan. After your project has been fully defined, you and your contractor will work together to determine the best loan option, based on project eligibility and your loan preference. However, if you are interested in an On-Bill Recovery Loan, we request you indicate your interest at this time to start the necessary processing for this loan type.

On-Bill Recovery Loan. Loan payments are made through your utility bill. You must meet the following requirements to apply for an On-Bill Recovery Loan:

1. Applicant or Co-Applicant must own the property where the clean energy project will be installed.
2. Property where the clean energy project will be installed must receive utility service from one of these participating utilities: Central Hudson, Con Edison, PSEG – Long Island, National Grid - Upstate, NYSEG, Orange & Rockland Utilities, or Rochester Gas & Electric.
3. Name on the utility account must be either the Applicant or Co-Applicant and must not currently be on a deferred payment arrangement with the utility.

Title searches are required for the On-Bill Recovery Loan option. You are not committed to an On-Bill Recovery Loan by checking this option on the application, however, the title search process will be started because it may take several weeks to complete.

Smart Energy Loan. Loan payments are made through direct billing from NYSERDA's Loan Servicer or through automatic payment from your checking account. Applying for a Smart Energy Loan does not prevent you from choosing an On-Bill Recovery Loan later, but may add to the overall loan approval time.

For additional information on loan options, including current interest rates, visit nyserdera.ny.gov/residential-financing.

G. AUTOMATIC PAYMENT AUTHORIZATION FOR A SMART ENERGY LOAN

Automatic Payment Authorization is not available if you are applying for an On-Bill Recovery loan. A Smart Energy Loan offers a reduced interest rate for customers who choose to repay their loan via automatic payments from their checking or savings account. If you have chosen a Smart Energy Loan and wish to pay automatically, provide the bank account information from which you would like your loan payments to be debited. Do not include a copy of a voided check with this application. **NOTE:** You may choose to wait to provide your account information until your loan is approved, however, bank information must be received prior to finalizing and signing your loan agreement.

H. APPLICANT INFORMATION

Complete this section for the Applicant who is listed in Section 1.B.

I. CO-APPLICANT INFORMATION

A Co-Applicant is not required, but it may enhance your ability to meet financing eligibility requirements. If applicable, complete all information in this section.

J. APPLICANT AND CO-APPLICANT INCOME

Complete this chart for the Applicant and Co-Applicant (if applicable) and submit the required income documentation. All sources of income must be reported. See the **Income Documentation Requirements** found at the end of the instructions for more information.

- For wage income, list gross earnings (income prior to any deductions, including taxes and benefits).
- For self-employment, business, rental or farming income, include income or losses after operating expenses, but exclude depreciation and mortgage interest expense.
- Example:

Name of Income Recipient	Income Type (ex. Wages, Social Security, Pension, etc.)	Annual Income Amount
John Doe, Sr	Wages	\$45,000.00
John Doe, Sr	Business Income	\$50,000.00
Jane Doe	Social Security	\$35,000.00
Jane Doe	IRA distributions	\$30,000.00
	Total Income	\$160,000.00

K. INCOME-ELIGIBLE REDUCED INTEREST RATE LOAN SCREENING

NYSERDA offers lower interest rates for income-eligible households. If you elect *not* to have your household income screened for a reduced interest rate, check the box on the application and proceed to Section 4. However, please take note of the following:

- The Applicant and Co-Applicant (if applicable) are still required to list the types and amount of income in Section 2.J for loan underwriting purposes and submit the required income documentation.
- If it is later determined that you would have qualified for a lower interest rate loan, **your interest rate will not be changed.**

SECTION 3: HOUSEHOLD INCOME INFORMATION

Complete this section if you are applying for an income-eligible reduced interest rate loan and/or incentive (if available).

Complete the chart for all income recipients of the property where the clean energy project will be installed, who are 18 or over and who are not full-time students, and submit the required income documentation.

- The interest rate for your loan will be determined based on the household income of the occupants of the home where the clean energy project will be installed, loan type, underwriting criteria, and project type. All sources of income must be reported.

Information already provided in Section 2.J does *not* need to be provided again. If the Applicant and/or Co-Applicant are the only income recipients at the home, *there is no need to complete the chart* because their income has been captured in Section 2.J. Please skip to Section 4.

- For wage income, list gross earnings (income prior to any deductions, including taxes and benefits).
- For self-employment, business, rental, or farming income, include income or losses after operating expenses, but exclude depreciation and mortgage interest expense.

If the household is currently eligible for, or has received within the past 12 months, services through NYSERDA's EmPower New York Program, the New York State Weatherization Assistance Program, HEAP, SNAP/food stamps, public assistance, or supplemental security income; *and the members of the household or sources of income have not changed*; you may attach the applicable award letter(s) instead of completing the household income chart.

- Example:

Name of Income Recipient	Income Type(ex. Wages, Social Security, Pension, etc.)	Annual Income Amount
John Doe, Jr	Wages	\$25,000.00
Janine Doe	Business Income	\$30,000.00
Total Income		\$55,000.00

SECTION 4: CONSENT INFORMATION AND SIGNATURES

All Applicants must read and complete this section.

INCOME DOCUMENTATION REQUIREMENTS

Income documentation is required for the amounts stated for each income recipient listed in the application. You can meet the documentation requirements by providing tax returns, documenting all current income sources for each individual, or by providing proof of eligibility for certain public assistance programs. *Please note that the award letter cannot be used as income documentation for Section 2.J, Applicant and Co-Applicant income information.*

- **Tax Returns:** Provide a copy of the most recent federal income tax return (Form 1040, 1040A, or 1040EZ). Note: If the borrower filed a joint tax return, but is not applying jointly, the borrower must provide W-2 and 1099 statements instead of the tax return, or use the individual income sources option below.

Social security numbers, routing and account number, and any PINs must be blackened-out on these documents. You do not need to provide the schedules or forms filed with the return. If you do not have a copy of your return, you may request a transcript of your return to be mailed to you free of charge by completing IRS Form 4506-T or by going to [IRS.gov](https://www.irs.gov) and clicking on "Order a Transcript" or by calling 1-800-908-9946.

OR

- **Individual Income Sources:** Provide income documentation (examples below) for all income sources for each individual listed.

Wages, salary or commissions	Copy of two most recent paystubs showing year-to-date gross earning, or letter from employer stating gross year-to-date earnings
Pension, Social Security	Copy of award letter for current year or copy of bank statement showing deposit sources and amounts
401(k), IRA, interest earnings	Copy of brokerage/account statements showing regular pattern of distributions
Alimony	Copy of divorce decree or court order that established the support
Self-employment, business income, rental, or farming income	Copy of most recent Federal Income Tax Return with Schedule C, E or F; or profit and loss statement for past 12 months. Alternatively, for rental income, you may also list income as 75% of the gross annual leases for the property, and submit a schedule listing the property units and the gross annual lease amounts.

OR

- **Income-Eligible Public Assistance Programs.** Attach the applicable award letter(s).

APPLICATION SUBMISSION

Submit completed application and income documentation to Energy Finance Solutions through one of the following methods:

E-mail: efs@energyfinesolutions.com

Fax: 608-249-5788

Mail: Energy Finance Solutions
431 Charmany Drive
Madison, WI 53719

FINANCING AND INCENTIVE APPLICATION

Residential Single Family Owner-Occupied Property



NYSERDA

Refer to attached instructions when completing this form.

To use this form, the Applicant and/or Co-Applicant must own and reside in the property where the clean energy project is to be installed.

SECTION 1: GENERAL INFORMATION

To be completed by all Applicants

A. CLEAN ENERGY PROJECT TYPE (select all that apply):

- Energy Efficiency Upgrades Pellet Stove Solar Electric System (PV) Solar Hot Water System

B. APPLICANT INFORMATION

Mr./Mrs./Ms.	Last Name	First Name	Middle Initial	Jr./Sr./II/III	
Mailing Address		City	County	State	Zip
Primary Phone (include area code)		Secondary Phone (include area code)		Email Address	

Does the Applicant reside at the address where the clean energy project will be installed? Yes No

C. PROPERTY INFORMATION Address where the clean energy project will be installed (if different than Applicant's mailing address):

Street Address	City	County	State	Zip
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Select any additional descriptors that apply: Mobile Home Co-op Mixed Use Condo

Number of people in household: ____

D. ENERGY SUPPLIER INFORMATION

List the energy supplier information at the property address where the clean energy project will be installed.

ELECTRIC UTILITY:

Electric Utility Name	Account Number	Name on Account
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Indicate here if you are currently on a Deferred Payment Plan with your electric utility.

NATURAL GAS UTILITY:

Natural Gas Utility Name	Account Number	Name on Account
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Indicate here if you are currently on a Deferred Payment Plan with your natural gas utility.

Indicate here if you purchase oil, propane, kerosene, wood pellets, coal, or wood.

E. PROJECT PARTNER INFORMATION

Contractor Name (if known)

Community-Based Organization Providing Assistance (if applicable)

SECTION 2: FINANCING INFORMATION

Complete this section if applying for a loan; otherwise proceed to Section 3.

Fee information: No fee is required to apply. If approved, there is a \$150 processing fee to prepare the loan documents. This fee will be included in your loan unless you indicate here you would like to pay this fee separately by check.

F. LOAN TYPE

NYSERDA offers two loan types: an On-Bill Recovery Loan and a Smart Energy Loan. Please refer to the instructions for additional information on each loan type.

I wish to apply for a: Smart Energy Loan On-Bill Recovery Loan

G. AUTOMATIC PAYMENT AUTHORIZATION FOR A SMART ENERGY LOAN

The Smart Energy Loan offers a reduced interest rate for customers who choose to repay their loan via automatic payments from their checking or savings account. If approved for the Smart Energy Loan, would you like to receive a 0.5% interest rate reduction by authorizing automatic payments? Yes No

If yes, please complete the information below regarding the bank account from which you would like your loan payments to be debited. **NOTE:** You may choose to wait to provide your account information until your loan is approved, however banking information must be received prior to finalizing and signing your loan agreement. Do not include a copy of a voided check upon application submission.

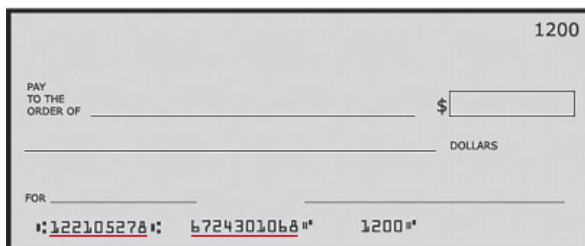
Account Type: Checking Account Savings Account

Bank Name

Bank Address

9-Digit Bank Routing Number (verify routing number with your bank)

Bank Account Number



The image shows a check stub with the following information: 'PAY TO THE ORDER OF' followed by a blank line, a dollar sign, and a box for the amount '1200'. Below this, it says 'DOLLARS'. Underneath, it says 'FOR' followed by a blank line. At the bottom, there are three numbers: '122105278' (with a star), '6724301068' (with a star), and '1200' (with a star).

Your 9-Digit Bank
Routing Number

Your Bank
Account Number

The above-named Borrower ("You" or "Your") have authorized NYSERDA's Loan Servicer, Concord Servicing Corporation ("Us" or "We") or its Successors or Assigns to withdraw the indicated monthly Automatic Payment Amount from Your Account at the above-mentioned Financial Institution on the payment due date for the purpose of making payment on your *Smart Energy Loan account*. **The initial correspondence from Concord Servicing Corporation will notify you when your automatic payment is activated.** To revoke this authorization, please call 1-866-859-4403 at least 3 business days prior to your next scheduled payment due date. You are responsible and liable for all authorized transactions made under this Automatic Payment Authorization. We will not be liable for any fees your Financial Institution may assess if you do not have sufficient funds in your account to cover payment. All payments will be posted to your Account on the statement due date. If your due date falls on a weekend or holiday, your payment will be posted the next business day. You understand that purposely false or misleading information given may be considered fraud and covered under applicable laws.

H. APPLICANT INFORMATION Complete this section for the Applicant who is listed in Section 1.B.

Date of Birth (mm/dd/yyyy)

Social Security Number

SECTION 4: CONSENT INFORMATION AND SIGNATURES

To be completed by all Applicants

By signing below, I/we certify that all information provided on this application, including statements and documents submitted in connection with this application, are correct and complete to the best of my knowledge. I understand that if I give false information on this application or withhold information in order to make myself eligible for benefits that I am not entitled to, I can be prosecuted to the fullest extent of the law.

I understand that by submitting this application I am not guaranteed a loan or income-eligible incentives. Whether or not I will be provided a loan or income eligible incentives will depend in part upon the number of applications received, the remaining funding available, and the priorities to be met by the program.

I acknowledge that NYSERDA has retained Energy Finance Solutions (“EFS”), a service offered by Wisconsin Energy Conservation Corporation (“WECC”), to process this application and underwrite my/our loan and/or determine my/our income qualification for an income-eligible incentive. I authorize EFS to obtain credit reports in connection with my/our loan request. I also authorize EFS to verify records necessary to assure eligibility for my/our loan request and/or income-eligible incentive request. If necessary, I further agree to provide additional information to EFS to underwrite my/our loan request and/or income-eligible incentive.

I acknowledge that the improvements being made to the home, or installation of a renewable energy system, are designed to reduce my energy costs or provide health and safety improvements, and my contractor will provide estimates of future energy cost savings or the contribution of a renewable energy system which may vary from the results I will realize. These savings are not guaranteed by either the contractor or NYSERDA. The estimate may include assumed increases in future energy costs, which may not reflect actual future energy costs.

As the authorized energy supplier account holder listed above, I authorize my energy supplier, or its agents, to release to EFS, program lender for NYSERDA, my energy usage for the past 24 months for the account(s) noted above. I understand that this information is being made available to establish current energy usage. The information released pursuant to this authorization shall be treated as confidential to the maximum extent permitted by law.

I further acknowledge and agree that NYSERDA and EFS may share with and disclose to, orally and/or in writing, the project partner(s) identified by me above, or as subsequently identified by me to EFS, the following information regarding this application: whether the application has been preapproved by EFS and any additional items requested by EFS in order to complete my loan approval and/or incentive approval; whether the application has been approved by EFS and the approved loan amount and/or incentive amount so that my project partner(s) can proceed with scheduling the work; and whether my application has been denied so that the project partner(s) can determine if there is other financing available and whether I intend to proceed.

In addition, if this application is approved and NYSERDA makes the On-Bill Recovery loan I have requested, I also authorize NYSERDA, its loan servicer, and the utility providing my gas and/or electric service and their employees, contractors, and agents to share such information concerning: my electric and/or gas utility usage; and the charges that are payable by me under the promissory note that I will sign.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applications on the basis of sex or marital status.

Applicant Signature: _____ **Date:** _____

Co-Applicant Signature: _____ **Date:** _____

Submit Completed Application and income documentation to Energy Finance Solutions through one of the following methods:

Email: efs@energyfinancesolutions.com
Fax: 608-249-5788
Mail: Energy Finance Solutions
431 Charmany Drive
Madison, WI 53719

For more information, please contact Energy Finance Solutions (EFS):
Toll Free: 1-800-361-5663
Email: efs@energyfinancesolutions.com
Or visit nyserdera.ny.gov/residential-financing