

Rental Property Documents Checklist (Up to 4 Units)

LOANS



PRE-APPROVAL REMINDER: All rental property loan applications must be pre-approved by Tacoma Power before work begins.

BEFORE WORK BEGINS	Heating (CHP, DHP)	Weatherization Windows
Rental Property Application (up to 4 units) <ul style="list-style-type: none"> Sign and date 	<input type="checkbox"/>	<input type="checkbox"/>
Assignment of Funds form <ul style="list-style-type: none"> Signed by owner and Tacoma Power participating contractor 	<input type="checkbox"/>	<input type="checkbox"/>
Bid(s) <ul style="list-style-type: none"> Signed by owner 	<input type="checkbox"/>	<input type="checkbox"/>
Statutory Warranty Deed	<input type="checkbox"/>	<input type="checkbox"/>
AFTER WORK IS COMPLETED (submitted by contractor)		
Invoice for work <ul style="list-style-type: none"> See invoice requirements 	<input type="checkbox"/>	<input type="checkbox"/>
Completed PTCS Air Source Heat Pump form	<input type="checkbox"/> CHP only	
Heat pump sizing and balance point calculations	<input type="checkbox"/> CHP only	
BPA approved PTCS form <ul style="list-style-type: none"> Print copy from online registration 	<input type="checkbox"/> CHP only	
Mechanical permit	<input type="checkbox"/>	
Electrical permit	<input type="checkbox"/>	
AHRI certificate	<input type="checkbox"/>	
Window permit (where required)		<input type="checkbox"/>
Window shipping slip		<input type="checkbox"/>