

Residential Programs Documents Checklist

LOANS & DEFERRED LOANS

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

BEFORE WORK BEGINS	Heating		Weatherization	
	LOAN	LOAN OR DEFERRED LOAN		
	Heat Pump	Ductless Heat Pump	Windows	Insulation
Residential Program Application • Sign and date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bid(s) • Signed by owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statutory Warranty Deed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knob & Tube Inspection Report • Required if Knob & Tube wiring is present				<input type="checkbox"/>
Deferred Loan Application • Signed by owner • Include applicable required documentation (proof of income, declaration of zero or unreported income, picture ID, birth certificate(s), etc.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AFTER WORK IS COMPLETE (submitted by contractor)				
Invoice for work • See invoice requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed PTCS Air Source Heat Pump form	<input type="checkbox"/>			
Heat pump sizing and balance point calculations	<input type="checkbox"/>			
BPA approved PTCS form • Print copy from online registration	<input type="checkbox"/>			
Mechanical permit	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical permit	<input type="checkbox"/>	<input type="checkbox"/>		
AHRI certificate	<input type="checkbox"/>	<input type="checkbox"/>		
Insulation certificate				<input type="checkbox"/>
Window permit (where required)			<input type="checkbox"/>	
Window shipping slip			<input type="checkbox"/>	