

Residential Programs Document Checklist LOANS

PRE-APPROVAL REMINDER: All loan agreements must be signed by Tacoma Power and Notice to Proceed issued before work begins.

BEFORE WORK BEGINS	LOAN				
	Ductless Heat Pump	Window	Insulation	Duct Sealing and Duct Insulation	Hybrid Water Heater
Residential Program Application • Signed and dated by owner	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Document HSPF rating	<input type="checkbox"/>				
Statutory Warranty Deed	<input type="checkbox"/>	<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"/>		
Income Qualification Application (if applicable) • 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"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unconditional Personal Guarantee (required for LLC applying for conservation loan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AFTER WORK IS COMPLETE (submitted by contractor)					
AHRI certificate	<input type="checkbox"/>				
Insulation certificate			<input type="checkbox"/>		
Invoice for work • See invoice requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Window shipping slip		<input type="checkbox"/>			
Photos • See photo verification requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>