

REnergize Lakeland Project Steps

ALL items listed below must be received before a funding position can be secured.

- Customers completed application
 - Approved Contractors application
 - A photo with the proposal and spec sheet of the equipment to be replaced
 - Signed Project Step Sheet
- The property being upgraded, must be your primary residence.

1. Fill out your portion of the application. Scan it and e-mail it to me. (Available on the web page)
2. Pick a contractor from our approved contractor list. I would suggest at least 3 bids, but that is up to you.
3. The Contractor will need to fill out an application, scan and email it. (Available on the web page)
4. Email a photo with the proposal and specs sheet of your existing equipment that you intend to replace. Provided by the contractor or the customer.

****Once I have these (4) items, and you are eligible, a funding position can be secured. At this time no changes can be made. ****

5. Once I have all the paperwork and the photo I will begin processing and send to our attorney's office for further processing. ****Please be patient during this time, the processor works for ALL City departments** It could be a couple of days or two weeks; but as soon as it is ready you will be notified.**
6. Once the attorney's office has completed the paperwork, it will be sent to you by email to be notarized. **DO NOT BEGIN YOUR PROJECT UNTIL AFTER YOU HAVE SIGNED THE PAPERWORK!!!!**
7. Once you have notarized and sent the documents, you can contact your contractor and have them begin the work. **It is important you keep me posted on your installation date.**
8. Once the work is completed, either you or the contractor will send the photos of the new equipment with the final invoice by email to the program Coordinator. Photos and documents will be reviewed and if it is satisfactory, then I will issue the check by mail (The funding, can only be released to the homeowner). **The Check is made out to the homeowner, not the contractor.**
9. The installments for the payback are \$100 dollars a month. There is a lien placed on the property until the loan is satisfied. This loan is a mortgage on your property.
10. There is also a one-time filing fee that will be assessed on your utility bill, depending on the length of the closing documents.
Typically, for a \$5,000-dollar loan it has been about \$92.50. Example of your first month payment will look like this: Loan payment (\$100) + Filing Fee (\$) + Utility Payment (\$)

Please make note of the following: In the event of the sale, conveyance, assignment or transfer of the property encumbered by this mortgage in any manner, the entire remaining balance shall be immediately due and payable without notice.

Please sign, date and return this document. Acknowledging that you read it & agree to the terms.

Signature

Date

Signature

Date