

REnergize Lakeland Project Steps

I need to received ALL (3) (1-3) items listed below before a funding position can be secured.

- 1. Customers completed application**
- 2. Approved Contractors application**
- 3. A photo of the equipment to be replaced**

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 off of our approved contractor list. I would suggest at least 3 bids, but that is up to you.
3. The Contractor will also need to fill out an application. (Available on the web page) They can scan it and e-mail it back to me.
4. I will also need a photo of your existing equipment that you intend to replace. Either you, or the contractor can take the photo and e-mail it to me.

******Once I have these (3) items, and you are eligible, a funding position can be secured******

5. Once I have all the paper work and the photo I will begin processing and send to our attorney's office for further processing. ****Please be patient during this time period, 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 is completed the paperwork I will set-up an appointment for a signing. **DO NOT BEGIN YOUR PROJECT UNTIL AFTER YOU HAVE SIGNED THE PAPERWORK!!!!**
7. Once you sign the documents, you can contact your contractor and have them begin the work.
8. Once the work is completed, contact me and I will come out and do a post inspection, take another photo and issue you the check (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.
10. There is also a one-time filing fee that will be assessed to your utility bill, depending on the length of the closing documents.

Typically, for a \$5,000 dollar loan it has been about \$90.50. Just so you are aware. So 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.