



City of Helena



RESIDENTIAL ENERGY EFFICIENCY AND RENEWABLE ENERGY LOAN PROGRAM

Application

APPLICANT/PROPERTY OWNER:

Name: _____

Address: _____

Primary Phone: _____ Secondary Phone: _____

Cell Phone: _____

Email address: _____

CO-PROPERTY OWNER:

Name: _____

Address: _____

Primary Phone: _____ Secondary Phone: _____

Cell Phone: _____

Email address: _____

Authorized Representative _____

(The representative is authorized to represent the property owner and to receive all correspondence.)

List any other legal owners on a separate sheet of paper with their signature of approval to incur this debt.

PROJECT ADDRESS: _____

LEGAL DESCRIPTION:

Subdivision/Blocks/Lots and COS number: _____

Section, Township, and Range: _____

CURRENT ZONING: _____

PROPERTY TAX ID number: _____

THE TAXES AND ASSESSMENTS ON THE APPLICANT'S PROPERTY, WHICH IS THE SUBJECT OF THE ACTION, MUST BE CURRENT.

The applicant agrees that the work described in the application is a voluntary improvement to the above described property and if approved, the owner voluntarily consents to the city levying an annual assessment for ten (10) years to recoup the cost. The loan must be paid in full if the property is sold unless prior written permission is received from the City and the new owner executes a new contract with the City.

The property owner has read the closing documents and agrees to abide the terms and conditions therein.

The applicant hereby agrees the City is not a party between the applicant and the contractor and bears no responsibility for the quality or workmanship of the project. The applicant will indemnify defend, and hold the City harmless against any and all claims, suits, actions, liabilities, judgments or damages related to this project brought by any action of the contractor or other aggrieved party and agrees to not seek any legal recourse from the City in regards to the project.

I hereby certify and acknowledge the above statements and any attached information are true and correct to the best of my knowledge.

SIGNED: _____ Date: _____
Property Owner

SIGNED: _____ Date: _____
Co-Property Owner

PROJECT INFORMATION:

Describe your project. (Note: in order to qualify, the project must be a permanent fixture and that light bulbs and appliances are not eligible. All work must be done by a certified installer or licensed professional or contractor.)

What is the alternative energy technology proposed and how will it be installed? _____

Are there energy conservation measures proposed for the loan? _____

Who will install the system? _____

How will the proposed system integrate with existing structures or systems? _____

You may attach a separate sheet, if desired.

Local electric utility: _____

List any contractors' names and telephone numbers:

System designer: _____

Installer: _____

Dealer: _____

COST ESTIMATE:

This section will document the loan amount being requested. Filing fees may be added to the loan amount or paid in cash; however the total loan may not exceed \$12,000.00.

Below list all project costs, including, equipment, material, labor, etc.

Have you applied for a building permit? _____

Use additional sheet if necessary. Attach bids to document each expense item.

EXPENSE ITEM:

COST

Filing Fee (to be determined at time of filing)

Total Project Costs

Estimated energy project usable life: _____

Date construction is expected to start: _____

Estimated completion date: _____

REPORTING REQUIREMENTS:

Because city general funds may be used for this loan, the following items may be posted on the website: the loan amount and type of technology being financed with city of Helena funds.

Applicant/Property Owner(s) understand that if approved for the loan, applicant/property owner(s) may be required to provide photographs of the energy project to the city of Helena, Community Development Department within thirty (30) days after installation to verify eligible use of loan funds.

Applicant/Property Owner’s initials: _____

Co-Property Owner’s initials: _____

DOCUMENTATION REQUIREMENTS:

Applicant/Property Owner(s) has provided proof of current taxes and assessments.

Applicant/Property Owner(s) has provided Exhibit A - Mortgage Consent Form

Applicant/Property Owner’s initials: _____

Co-Property Owner’s initials: _____

City Approver’s initials: _____

Applicant/Property Owner’s initials: _____

Co-Property Owner’s initials: _____

******* IMPORTANT - READ CAREFULLY *******

APPLICANT/PROPERTY OWNER(S) CERTIFIES AS FOLLOWS: property owner(s) is a resident of the city of Helena; that applicant/property owner(s) will use loan proceeds only to construct the energy project described; that applicant/property owner(s) will obtain all applicable local, state, and federal permits, and approvals and licenses and comply with their conditions and terms. Applicant/property owner(s) authorize the city of Helena to verify any facts it deems necessary for loan analysis. Applicant/property owner(s) authorizes the city of Helena to use their project information and project photos to explain or promote the loan program.

I have completed the application and attached all documents requested.

Applicant: _____

Date: _____

Co-Applicant: _____

Date: _____

Send completed signed application and all supporting documentation to:

City of Helena
Community Development Department
316 N. Park Avenue
Room 445
Helena, MT 59623