Clean Energy Advantage – Solar Financing Process Overview

Clean Energy Credit Union

Customer Eligibility

- Provide customer with the CEA Eligibility Portal link.
- Customer answers 11 brief eligibility questions.
- Instant eligibility if customer is in compliance with Green Bank eligibility requirements.
- Contractor informs customer to apply to Clean Energy Credit Union for solar loans.
- Customer, contractor, and lender will receive email of eligibility. (Informational only.)

Lender Application

- NOTE: Prior to credit check, must inform customer to unfreeze any Credit Agency restrictions to prevent pre-approval issues.
- Customer submits online application form on lender's website. Choose Combo Loan from pick list. Enter full project amount in "Desired Loan Amount". Choose term of 12 or 15 years for long-term loan.
- Lender offers loan product options.
- Up to 26% short-term loan of up to 18 months to match 2020 ITC for homeowner.
- Up to 74% long-term loan for 12 to 15 years.
- If you wants to be informed of approval status, instruct customer to enter your email into applicatio under the Additional Questions section of the application. (See screen shot of application section on reverse.)
- Lender will email notice of receipt of customer's application to you.

Lender Pre-Approval

- Credit Union will provide pre-approval within 2 business days to cusomer for loan for amount, interest rate, and payment. (Customer has to inform credit union to release pre-approval notification to contractor if not provided in application.)
- Credit Union sends customer pre-approval documentation for full approval (e.g., Customer opens account with Credit Union. ($25 to join membership; $5 into account), income verificaiton, invoice for payment, warranty, utility bill).
- Customer signs contract with contractor.
- Recommendation: At time of contract signing, contractor obtains customer signature on Pre-PTO Waiver form to allow for long term loan payments at completion of install.

Full Approval

- One week prior to construction commencement, contractor (or customer) submits itemized invoice to Clean Energy Credit Union in amount up to 26% of the project cost (short term loan amount). If customer is planning to make a cash payment, contractor and customer should decide on whether the payment applies to the short term or long term long term loan.
- After the required homeowner and contractor documentation is received, lender issues a full loan approval to customer (and contractor if email previously provided to lender).

Initial Progress Payment

- Customer sends short-term loan documents via lender website for e-signature.
- Lender pays short-term loan amount to contractor after loan documents are executed.
- Contractor begins work.

Second Progress Payment (with Pre-PTO)

- If you want payment before PTO, signed Pre-PTO form is provided to lender when passed final inspection.
- Customer / contractor submit required final documentation to Clean Energy Credit Union including itemized invoice for the remaining balance.
- Customer sends Long Term Loan Documents via lender website for e-signature.
- Lender pays long-term loan amount, less $1,000, to contractor after loan documents are executed.

Final Progress Payment

- Upon PTO, contractor sends documentation to lender.
- If you opt for Second Progress payment, lender pays contractor $750; retains $250 as Pre-PTO lender handling fee.
- If you don't opt for second payment using the Pre-PTO form, then full loan payment is disbursed.

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