

# Catalyst Term Loan Required Application Documentation

## A. Loan Application

- Catalyst Term Loan Application

## B. Technical Documents

1.  Construction/installation schedule
2.  Contractor agreements for installation
3.  Energy Savings Analysis / Audit Report
4.  Utility documentation confirming energy savings / utility incentive

## C. Financial Documents

1.  Current year operating budget for the property
2.  Previous two years':<sup>1</sup>
  - a. Income/operating statements,
  - b. Statements of cash flows, and
  - c. Balance sheets for the property
3.  Copy of most recent appraisal
4.  Proof of insurance for the property
5.  If residential / multifamily, rent/lease roll for property, including lease expiration dates
6.  Copy of most recent mortgage statement
7.  For Affordable Housing Projects, please provide:
  - a.  Names of mortgage holders
  - b.  The other types of property debt
  - c.  Status of liens against property
  - d.  Types and amounts of subsidies received
  - e.  Agency contacts of subsidy providers

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<sup>1</sup> Audited or reviewed for all statements is preferred; if unaudited/unreviewed, supply complete copy of most recent 2 years tax return packages.