



Installation Completion Certificate

Complete and sign upon completion of installation. Please submit the completed document to dana.hoffmann@summitcreditunion.com

Participating Contractor Statement: The undersigned below hereby certifies that we installed the following items at the premise of (business owner), located at (Street, City, State, Zip).

Improvement Description	Eligible for Focus on Energy Incentives?	Installation Date	Permit Number (if applicable)
1. _____	<input type="checkbox"/>	_____	_____
2. _____	<input type="checkbox"/>	_____	_____
3. _____	<input type="checkbox"/>	_____	_____
4. _____	<input type="checkbox"/>	_____	_____
5. _____	<input type="checkbox"/>	_____	_____
6. _____	<input type="checkbox"/>	_____	_____

- A. TOTAL PROJECT COST: _____
- B. FOCUS ON ENERGY INCENTIVE: _____
- C. OUT OF POCKET COST (Paid by Customer): _____
- D. REQUESTED SUMMIT PAYMENT (\$20,000 max loan; A-B-C above) _____

Contractor Name: _____

Authorized representative: _____

Email: _____

Phone: _____

Mailing Address: _____

Please confirm all of the following statements by checking the following boxes:

- I am a Me² Participating Contractor currently in good standing with the program
- To the best of my knowledge the proposed improvements are eligible for Focus on Energy incentives as noted in Section 3 (except support measures), and I will submit the incentive request to Focus on Energy within 10 business days of project completion.
- I have complied with the terms of Me² labor requirements and reported on wages and RPP workers utilization
- I will cure any installation deficiencies identified by the Me² program staff or Focus on Energy program staff at no additional cost to the business owner.
- I have properly disposed/recycled all waste generated as a result of this project.
- I will provide the business owner with a lien waver upon payment of by Summit Credit Union
- I have provided the business owner with all warranty information on the equipment I have installed and explained these warranties to them.
- It is my responsibility to submit this Completion Certificate to Summit Credit Union. I will be paid within two weeks by Summit Credit Union from the time I have completed this form for previously approved Me² business owners.

To the best of my knowledge, the statements above are complete, true, and correct. I hereby certify that I am authorized to submit this Completion Certificate and affix my signature below.

Contractor Signature Date:

Business Owner Statement: The undersigned hereby certify ownership or operation in the property above, that all materials and equipment included in the construction contract (work order, job order, bid summary, proposal, invoice, etc.) have been furnished and installed, that the work has been completed, and I am satisfied with the completed work. I have been previously approved by Summit Credit Union for an Me² loan. I authorize Summit Credit Union to pay the above contractor for the above services and I will begin making loan payments according to the terms of my Summit Credit Union loan.

Business Owner Signature Date