



Installation Completion Certificate

Complete & sign upon completion of installation. Please submit the completed document to: me2lenders@summitcreditunion.com

PARTICIPATING CONTRACTOR STATEMENT

The undersigned below hereby certifies that we installed the following items at the residence of

Homeowner: _____, located at

Street: _____

City: Milwaukee State: WI Zip: _____

Proposed (Check all that apply)	Completed (Check all that apply)	Improvement	Installation Date	Permit Number (if applicable)	Permit Status
		ENERGY STAR Qualified Air Sealing (Energy assessment required)			
		Attic Insulation			
		Foundation Insulation			
		Wall Insulation			
		Sill Box Insulation			
		Duct Sealing & Insulation			
		≥ 95% AFUE Single- or Multi-Stage Natural Gas			
		ENERGY STAR® Certified, Air conditioner SEER 14+			
		ECM Replacement (must replace existing PSC Motor)			
		ASHP (propane, oil, natural gas, or electric furnace only)			
		GSHP (propane, oil, natural gas, or electric furnace only)			
		Boiler 90-95%+ AFUE Natural Gas Standard			
		Boiler ≥ 95%+ AFUE Natural Gas Combination			
		Smart Thermostat installed by a qualified HVAC contractor			
		Indirect Water Heater installed at the same time as a qualifying boiler			
		Heat Pump Water Heater - received Focus on Energy instant discount			
		Tankless Water Heater - received Focus on Energy instant discount			
		ENERGY STAR® rated windows (# of windows:)			
		Me2 Package Incentive			
		Additional Eligible Measure			
		Support Measures - electrical upgrades, leaky roof, asbestos removal, oil tank removal, etc. necessary to complete improvements.			

A.	TOTAL PROJECT COST:	\$
B.	FOCUS ON ENERGY INCENTIVE:	\$
C.	Me2 BONUS INCENTIVE (\$3,000 max):	\$
D.	IRA HOMES Rebate:	\$
E.	IRA HEAR Rebate:	\$
F.	OUT OF POCKET COST (paid by customer):	\$
E.	REQUESTED SUMMIT PAYMENT: <i>\$20,000 max, subtract lines B, C, D, E & F from line A</i>	\$

I AM NOT APPLYING FOR A SUMMIT LOAN



Installation Completion Certificate

Contractor Name: _____

Authorized Contractor Representative: _____

Email: _____ Phone: _____ Alternate Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

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 and Me² bonus incentives as noted in Section 4 (except support measures) and I will submit the incentive request to Focus on Energy and Me² within 10 business days of project completion. I will utilize the Instant Discount option so that the customer only pays the net project cost after incentives.
- I have pulled the required City of Milwaukee permits for the proposed improvements and will cure any deficiencies that do not pass permit inspection at no additional cost to the homeowner.
- I will cure any installation deficiencies identified by the Me² program staff or Focus on Energy program staff at no additional cost to the homeowner.
- I have properly disposed of or recycled all waste generated as a result of this project.
- I will provide the homeowner with a lien waiver upon payment by Summit Credit Union or the homeowner.
- I have provided the homeowner 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 understand that I will be paid within two weeks by Summit Credit Union from the time I have completed this form for previously approved Me² homeowners.

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: _____

HOMEOWNER STATEMENT

The undersigned hereby certify personal ownership of the home specified 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. If using an Me² loan, 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.

Homeowner Signature: _____ Date: _____



Updated
02.25.2025