



LIME Loan Required Documentation Checklist

A. Loan Product

- LIME Loan Application

B. Technical Documents

- Letter of Agreement (LOA) from Utility Company, if received
- Energy Audit Report, if conducted
- Operations and maintenance savings projections, if conducted

C. Financial Documents

1. Current year operating budget for the property
2. Previous two years' income/operating statements, statements of cash flows and balance sheets for the property (audited or reviewed for all statements is preferred; if unaudited/unreviewed, supply complete copy of most recent 2 years tax return packages).
3. Copy of most recent appraisal
4. Proof of insurance for the property
5. Copies of 12 months of all relevant utility bills
6. For apartments, rent/lease roll for property, including lease expiration dates
For condos, breakdown of housing costs: mortgage, insurance, taxes, utilities, HOA fees
7. Copy of most recent mortgage statement
8. Contractor proposals/agreements for installation
9. Construction/installation schedule
10. Bank statement for property reserve account
11. For non-profits, most current audited financial statements
12. 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
13. Personal financial statements for guarantor(s), if guarantee(s) will be provided