

PALM BEACH COUNTY
REVOLVING ENERGY FUND LOAN PROGRAM



DOCUMENT CHECKLIST

- Company History
- Name of Affiliates and/or Subsidiary Companies
- Financial Statements or Tax Returns (last 3 years for Applicant Company & Affiliates/Subsidiary Companies, as necessary)
- Resume of Principals owning $\geq 20\%$ of Applicant Company stock
- Personal Income Tax Report (most current year filed)
- Personal Financial Statement (SBA Form)
- Applicant Company's Interim Financial Statements (Balance Sheet and Profit & Loss Statements- not older than 60 days)
- Schedule of Business Debt
- Site Control (Purchase Agreement, Deed or Lease Agreement)
- Applicant's Commitment Letter
- Bank's Commitment Letter
- Phase 1 Environmental Assessment (and Phase 2, if necessary)
- Quotes on Machinery & Equipment, on provider's letterhead
- Energy Audit & Report (including Energy Retrofit Cost Estimates and Payback Time Frame on Auditor/Contractor letterhead)
- Waste Stream Plan from Contractor
- Buy American Certification from Contractor