



Steps to the 2012 HEAT Loan Program

The HEAT loan is available to qualified customers participating in the Mass Save® Program and is designed to promote the installation of high efficiency improvements. Customers must be owners of one- to four-family homes and have a current residential electric account with a sponsoring Mass Save electric program administrator, including: investor owned utility or Cape Light Compact.

In 2012, Customers are eligible to apply for a 0% loan and obtain applicable utility rebates for the measures installed.

Loan Options for 1-4 Unit Homes			
Eligible Customer 1-4 Unit Property	Type	Loan Amount	Loan Term
Owner Occupied	Micro Loan	\$500 – \$2,000	24 months
Owner Occupied	1-4 Unit Standard Loan	\$2,001 – \$25,000	Up to 84 Months
Non-Owner Occupied	1-4 Unit Rental Property Loan	\$5,000 – \$25,000	Up to 84 Months

PLEASE NOTE:

- ✓ Maximum loan amounts and loan type can vary by participating lender.
- ✓ Units in a condo complex with a condo board are not eligible for a HEAT Loan. Condo complexes are served through the utility's multi-family program.
- ✓ To see if you qualify for a loan amount, you may choose to obtain pre-approval from one of the HEAT Loan participating lenders. Loans are unsecured or secured depending on the lender. Refer to the lender list for pre-approval and loan options.

*Municipal electric customers that heat with gas from a participating gas (NSTAR Gas, Columbia Gas) can apply for a HEAT loan sponsored by the gas utility.

To apply for a HEAT Loan you must follow the steps outlined below to obtain your HEAT Loan Authorization Form.

- 1. Complete a Mass Save Home Energy Assessment and receive a HEAT Loan Intake Form.** Read over the Minimum Standards and Requirements and other program fact sheets provided to you at the visit.
 - 2. Obtain signed, itemized contractor proposals for the eligible efficiency improvements that you want to finance.** The customer is responsible for obtaining proposals from licensed contractor(s) for the eligible efficiency improvements. Do-it-yourself installations are not eligible for HEAT Loan financing. Insulation contracts are provided by your Mass Save Energy Specialist. Review the Minimum Standards and Requirement fact sheet and share a copy with your contractor(s).
 - 3. Send a copy of the proposal(s) from your chosen contractor(s) to CSG for eligibility review and approval.** Your HEAT Loan Administrator will contact the customer if any paperwork is incomplete or does not meet the eligibility requirements. The review process can take a few days. Please **see below** for the addresses to send the paperwork to.
 - Heating system proposals, please include: Make and Model # of heating systems and water heaters.
— If replacing a heating system please provide a heat loss/sizing calculation provided by your heating contractor.
 - Window proposals, please include: # of windows being installed and U-Factor of all windows.
- Mail, fax, or Email the following information to your HEAT Loan Administrator for eligibility review to obtain a HEAT Loan Authorization Form.**
- ✓ The original white copy or a copy of the HEAT Loan Intake Form, Section 2, completed and signed. (Provided by energy specialist)
 - ✓ Contractor proposal(s) for the eligible improvements you want to finance along with all required supporting documentation as described in the Minimum Standards and Requirements on the back of this form.
 - ✓ Heat Loss/Sizing Calculation (if replacing a heating system).
- 4. Upon successful review of provided documents, the customer will be emailed or mailed a HEAT Loan Authorization Form (net any utility rebates) to take to a participating lender to apply for a loan.** It is up to the lender to determine loan approval or denial.
 - 5. Check disbursements.** Successful applicants will receive a loan agreement and two-party check(s) made out to the customer and contractor for the full amount of the loan, net any utility rebates.
 - 6. After all work financed through the HEAT Loan is complete, the customer needs to notify your HEAT Loan Administrator and schedule a verification inspection.** The purpose of the inspection is to verify that the work financed by the HEAT Loan has been installed.

All payment arrangements including payment of any required initial deposits, subsequent or final payments, along with payments schedule, are solely between the contractor and the customer.

Financing offer is for a limited time. Participating in the HEAT Loan Program is contingent on being approved for a loan from a participating lender. Financing is subject to funding availability and the Terms and Conditions listed on the HEAT Loan Intake Form are subject to change or cancellation without notice. This program will end on December 31, 2012.

For questions regarding the HEAT Loan Program contact HEAT Loan Administrator. Contact information and telephone number will be provided during your Home Energy Assessment.