



# Project Specifications Checklist

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SparkFund requires the following information on your projects. Please use this checklist to ensure that the project documentation that you provide to SparkFund includes the following pieces of information

## Building Information

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- Name of Project
- Street Address
- City, State, Zip Code
- Customer Rents Or Owns Property

-Land lease needs to be longer than the financing contract term.  
-If the customer rents, SparkFund will need a landlord lien waiver.

## Project Financials

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- Annual Cost Savings
- Materials and Labor Cost
- Equipment List
- Rebates
- Annual Resource Savings, e.g. kWh
- Taxes (Type & Amount)
- Equipment Warranty Length
- Financing Application [Available Online]

-Balance sheet & income statement for the last two full fiscal years.  
-Must be current for the last 6 months.

## Project Specifics

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- Commercial General Liability Insurance
- State-specific Contractor License
- Workers Compensation
- Existing Technology System
- New/Proposed Technology System
- Operating Assumptions

-Please share your documentation on how you calculate the energy and cost savings, by providing us with key inputs and your methodology.