COMMERCIAL LOAN PROCESS

INSTALLER WORKFLOW/ TIMELINE

Project Intake

Contractor submits the intake form and uploads project proposal and customer's utility bill.

Intake Form

Once received, the credit union's Technical Review Committee (TRC) will review project details.

3 - 5 Business Days

Application Submission

Upon approval by TRC, we will email your customer details on next steps.

Next Steps:

- Applicant completes DocuSign and pays application fee.
- Applicant(s) completes application and uploads required documents into our loan portal*.

Dependent on applicant

Underwriting

Once all applications have been submitted, and all required documentation uploaded, your loan processor will submit the application for underwriting.

Your customer will receive an email with decisioning or if necessary, requesting additional documentation.

5-7 Business Days

Approval

Once approved, a member service representative will reach out to your customer walk them through their membership intake and how to complete identiy verification.

Dependent on permitting timelines

Sign Loan Documents

Once you have a signed contract, interconnection agreement, and approved permitting, send those documents to bizloans@cleanenergycu.org. Once received, will send your customer loan documents to sign** and upon signature you may begin installation anytime.

Varies

Disbursements

50% disbursement at Time of Installment: Email photos of equipment on site, permitting, and invoice to bizloans@cleanenergycu.org

30% disbursement at Mechanical Completion: Email final Inspection and invoice.

20% disbursement at PTO: Email letter from utility and invoice.

**Commercial loans are processed through a separate portal from residential loans. Contractors will not require login access but will be included on all applicable correspondence whenever possible.*

***Rates are locked at loan document signing. Credit and approved rate expire 6-month after approval with the option to repull the borrowers credit and reprice the loan at the current market rates.*