



Energy Finance Solutions

Six Easy Steps

1. Apply for the Loan

Obtain an approved itemized proposal from a participating contractor to determine the cost of the installation of your qualified energy-efficient improvement. Complete and submit the Credit Application online at www.energyfinesolutions.com. Alternatively, complete and submit a paper application by mail or fax to:

Energy Finance Solutions
431 Charmany Drive
Madison, WI 53719
Fax: 608.249.5788

Some applications may require proof of income (such as recent pay stub, or if self-employed, a copy of your previous years' federal tax return). If additional information is needed, you will be notified of the specific documentation required to process your application.

2. Loan Status Notification

Applications submitted online will get a decision on their application within moments. If a pending decision is issued, a manual review of the application will be completed within 24-business hours. Loan applications submitted by mail or fax will typically have decisions made within 24-business hours when complete application packages are received. A response will be provided by mail for all applicants, but may also be provided by email if you provide an email address or when applying online.

3. Loan Documents

A Credit Agreement will be drafted when EFS receives a program-approved work scope for improvements to be performed at your home by a program-participating contractor, and when all other conditions of your pre-approval are satisfied. Pre-approval satisfaction will include a final credit inquiry and review, ensuring the borrower(s) have maintained eligibility for the loan. Once drafted, the Credit Agreement can be retrieved by logging into the consumer portal if you applied online. If you are unable to print your documents, contact EFS at 888.264.4367 to have a copy mailed to you. If you applied by mail or fax, a copy of the loan documents are available from your contractor or EFS will mail you a copy for your signature. Please return one signed original document to EFS. The Credit Agreement cannot be faxed. The interest rate is fixed when the loan is approved.

4. Complete the Energy Saving Work

Upon receipt of your original signed Credit Agreement, EFS will notify your contractor to schedule the work. Your contractor has 60 days from the loan approval date to complete the work. Once the work is completed, the contractor needs to fill out a Certificate of Completion (signed and dated by both the customer and contractor) and submit it, along with a final invoice, to the New Jersey Clean Energy program for review and processing. NOTE: If a change order is needed that will result in a change to your loan amount, you will need to be approved for the new loan amount and execute a new loan agreement. Credit Agreements expire after 120 days from the loan approval date.

5. Payment

Payment is sent directly to the contractor by check or ACH wire transfer. This is generally processed within 48 hours.

6. Loan Terms

Upon completion of your improvements, you will receive a welcome letter from Spruce Lending, Inc. They will handle the servicing of your energy improvement loan. Spruce Lending Inc. will provide you with a billing statement each month or you can elect to set up your monthly loan payments to be automatically transferred from your checking or savings account.