

# Emerging Renewables Program Paperwork Checklist

## **Package 1: Requesting Rebate Reservation**

- R1 [Reservation Request Form]
  - *Must have signature of rebate payee*
  - *Equipment Seller and Contractor must be registered at:  
<http://www.gosolarcalifornia.org/database/search-new.php>*

- Utility Bill
  - *Must be from within 6 months of application date*
  - *Must indicate site address that matches R1*

- Labor Contract / Purchase Agreement
  - *Must include equipment manufacturer, model, and quantity*
  - *Must include total system cost*

- STD-204 [Payee Data Record]

**\*\*IMPORTANT: When CEC staff has completed reviewing your initial reservation request package, both the purchaser and retailer will receive a semi-completed R2 form. Once you receive this and once the system has been installed, you may submit your rebate payment claim package with the items listed below.**

## **Package 2: Claiming Rebate Payment**

- R2 [Rebate Payment Claim Form]
  - *Must have **original**, wet signatures of both purchaser and retailer*

- R3 [Minimum Warranty Form]
  - *If providing "System Installation Only" warranty, must also submit a copy of the manufacturer's warranty*

- Grid Interconnection Letter [Permission to Operate]
  - *Email from Utility [PG&E/SCE/SDG&E/BVE] acceptable*

- Final Inspection / Building Permit
  - *Must indicate site address of system installation*

- Final Invoice
  - *If financing, invoice must include details of payment term schedule and installment amounts*
  - *Otherwise, must indicate payment-in-full or zero-balance*
  - *Must be itemized to include equipment manufacturer, model, and quantity*

- R5 [Reservation Payment Assignment Form]
  - *Include **ONLY** if you wish to assign payment to a third-party [not the retailer or purchaser]*
  - *R5 must be signed by party that has been assigned payment in Section 7 of R1 form. For example, if "Pay Rebate to" is checked for "Purchaser", then the R5 form assigning payment to a third-party must be signed by the purchaser.*