



Avista Energy-Smart Loan Process Checklist

Avista and PSSCU have partnered to offer an Energy-Smart Loan Program to help Avista customers make their homes and small businesses more energy-efficient and help reduce their utility bills.

This program offers the opportunity to repay your loan right on your Avista bill!

	Complete?	Date	Loan Process Step
Loan Approval	<input type="checkbox"/>	_/_/_	Customer submits most recent Avista bill and Energy-Smart Loan application to PSSCU
	<input type="checkbox"/>	_/_/_	Customer is contacted by PSSCU with loan approval, denial, or request for more info
	<input type="checkbox"/>	_/_/_	If approved, loan and membership info is sent electronically through DocuSign or via mail.
Project Scope prepared for work	<input type="checkbox"/>	_/_/_	Customer returns signed project documents with a copy of ID(s) and \$5.00 required deposit
	<input type="checkbox"/>	_/_/_	Contractor requests deposit for project, if needed
	<input type="checkbox"/>	_/_/_	Customer authorizes release of funds to allow deposit from PSSCU to contractor, if applicable
Energy Smart Work	<input type="checkbox"/>	_/_/_	Contractor completes project work
Project Closeout	<input type="checkbox"/>	_/_/_	Contractor sends final invoice and completed Project Completion Form to PSSCU
	<input type="checkbox"/>	_/_/_	Customer authorizes final Release of Funds
	<input type="checkbox"/>	_/_/_	Final payment sent to contractor from PSSCU