



New Jersey Housing and Mortgage Finance Agency

**2013 ENERGY STAR V.3 LETTER OF INTENT:
Tier 2
Requirements and Documentation**

By signing this document, I certify the following (“we” refers to the applicant organization):

1. We agree to complete the ENERGY STAR certification process (or equivalent), and will comply with the submission requirements listed in the NJHMFA Guide to 2013 ENERGY STAR Equivalency Requirements document.
2. If requested we will allow the NJHMFA Green Homes Office, or designee, access to the project site pre, during and post construction for the purpose of but not limited to confirming ENERGY STAR compliance.
3. I am an authorized representative of the organization.

Signature: _____ Date: _____

Name of signer: _____

Title: _____

Project Name: _____

Organization: _____

WHAT TO SUBMIT WITH TAX CREDIT APPLICATION

Attach hard copies of the following with application.

- Completed and Signed Letter of Intent
- Copy of NJ Energy Star Homes Partnership Agreement
- Signed Home Energy Rating System (HERS) contract
- Market manager site submittal acceptance notification

FINAL SUBMISSION:

For 8609 package and sent to Kwesi Daniels:

- Copy of Pre-Drywall ENERGY STAR Inspection (including EPA Thermal Bypass Checklist)
- Energy Star Homes Certificate issued by the EPA or NJCEP for each dwelling unit/building in the project