

Memo



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To: Property Owners and Equipment Vendors

From: Catalyst Financial Group, Inc.

Date: October 5, 2005

Re: Information needed to process credit requests for energy/water projects

In order for us to process your credit application for energy efficiency or water conservation projects in commercial real estate (office buildings, shopping malls, apartment houses, etc.), we do require the following additional information:

- Brochure with a photograph of the property
- Rent roll (including lease expiration dates and vacancies)
- Building operating statements
 - Last year
 - Current interim
- Building Data
 - Cost (purchase price) and date purchased
 - Mortgages (balance due, start date, term)
 - Mortgagee reference (name, contact, phone, fax)
 - Building size (square feet), location, amenities, etc. – what makes this property special?
- Savings analysis for retrofit.