



2010 SREC Registration Program (SRP) Registration Checklist

In order for a project registration to be deemed complete and accepted by the Market Manager team all the following requirements must be completed. **Illegible and/or Incomplete registration submittals will be returned to registrant.**

- Completed SRP Registration form with all appropriate signatures and SSN / EIN.
- Completed Technical Worksheet for applicable renewable technology.
- Copy of recent electric bill with yearly usage in kilowatt hours or copies of monthly electric bills (last bill within 3 months) for the previous 12 months. (Not needed for Grid Supply only projects - for example, projects that do not serve an on-site load)
 - o If the installation is part of a new construction project or the property is under new ownership and 12 months of recent electric bills are not available, applicant must provide all available electric bills **and**
 - Residential customers must submit consumption estimates calculated by using the residential consumption calculator and **signed by both the installer and the applicant.**
 - Non-residential customers must provide a copy of a **signed and sealed load estimator from a Professional Engineer (PE).**
- Warranty information for main system components as specified on the Technical Worksheet
- Solar customers must submit PVWATTS (Version 1) documentation that supports the system production estimates for both the **designed system** and the **ideal system. Both PVWATTS submissions must use the standard default derate factors. (Minimum output standard is 80% of ideal system.)**
 - o When calculating the production estimate for the **designed system**, use the system size inputs, tilt and orientation submitted on the Technical Worksheet. Do not include shading or change any derate factors.
 - o When calculating the production estimate for the **ideal system**, use the system size inputs submitted on the Technical Worksheet, but **use true south (180 degrees)** as the **orientation (azimuth)** and **use the latitude for the location** selected for tilt and no shading.
- A one-page site map must accompany this registration submittal. This document can be an **overhead view drawing or a single line electrical diagram** and must clearly indicate the specific location of the renewable energy technology, the inverter, batteries (if any), lockable disconnect switch, and the point of connection with the utility system. The installation address, current electric utility account number at that address, and the installer's name and telephone number must also be included on the site map.
- Copy of the contract signed by both the applicant and installer or the applicant and the Power Purchase Agreement (PPA) provider. This agreement should reflect the current rebate levels. All public sector applications must include a resolution to bid with application and then a signed contract within 180 days of approval letter date.

You will receive a SREC Acceptance Letter within 2 - 3 weeks of receipt.

Mail or hand deliver application to:
(Faxes or e-mail are not accepted)

SREC Registration Program
New Jersey Clean Energy Program
c/o Conservation Services Group
75 Lincoln Highway, Suite 100
Iselin, NJ 08830