



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 without exception.**

- Completed SRP Registration Form with all appropriate signatures and SSN / EIN.
- Completed Solar Technical Worksheet.
- For customer-sited systems only, a 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.
 - 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, registrant 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 registrant.**
 - Non-residential customers must provide a copy of a **signed and sealed load estimator from a Professional Engineer (PE).**
- PVWATTS (Version 1- preferred) documentation that supports the system production estimates for both the **designed system** and the **ideal system** using the standard default derate factors. **(Minimum output standard recommendation is 80% of ideal system.)**
 - o When calculating the production estimate for the **designed system**, use inputs submitted on the Technical Worksheet:
 - 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 zero shading.
- A one-page site map must accompany this application 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.
- A copy of the contract for system construction signed by the host contact and registrant or the registrant and installer. The Power Purchase Agreement (PPA) provider is a registrant. All public sector registrants must include a resolution to bid with registration and then a signed contract within 180 days of acceptance letter date.

You will receive an SREC Registration Program 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