



ECONOMIC DEVELOPMENT AUTHORITY

NJ Cool Program – Required Application Documents

Version 2.0: 11/12/24

At Time of Application Submission

- Proof of Applicant Organization Formation → company formation documents that relate to the entity applying (Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Certificate of Trade Name, etc.)
- Proof of Property Ownership → deed, mortgage statement, or property tax records (if applicant is building owner)
- Proof of Lease (if applicant is tenant)
- Completed Landlord Certificate Form (if applicant is tenant)
- Proof of Eligible Building Occupancy or Property Class → existing building permit, certificate of occupancy, letter from local building authority, property tax records, or equivalent documentation
- Existing Building Photos → representative photos of existing building conditions
- Quotes/cost estimates from Public Works Registered Contractor(s)
- Quotes/cost estimates for any equipment or material procured directly by the Applicant (if applicable)
- Projected operating greenhouse gas emissions reductions as a result of the project with supporting calculations and details on existing/proposed building systems/equipment → prepared by a qualified design/energy professional in accordance with NJ Cool Program guidance

OPTIONAL ITEMS

- Supporting project scope details (ex: design drawings, renderings, project presentation)
- Supporting project schedule details (detailed construction schedule)

At Time of Application Approval

- Valid [Tax Clearance Certificate](#) from NJ Division of Taxation no older than 180 days