

PROPERTY ASSESSED CLEAN ENERGY PROGRAM

REQUIRED DOCUMENTS CHECKLIST

Each document must be dated within 90 days of the closing date unless otherwise indicated.

Initial Documents

The following are required as part of the initial PACE application document review process:

- 1. Property Owner Certification ★
Individual and entity executing must match #6 and be signatory of #12, #14, #15, and #16
- 2. Certificate of Fact from the Texas Secretary of State's Office showing entity in good standing
- 3. Verification of [Franchise Tax Account Status from the Texas Comptroller of Public Accounts](#) ◆
- 4. Most recent Central Appraisal District Property Search Details ◆
- 5. Verification from local Tax Assessor entity showing property taxes are current ◆
If closing in January, must show payment of property taxes due on January 31st
- 6. Capital Provider Certification ★
Entity executing must be signatory of #12, #14, and #16

Technical Documents

The following are required as part of the PACE application document technical review process and must be submitted a minimum of 5 business days before the target closing date:

- 7. Sources and Uses of PACE Funds *and* Payment Schedule ▲ ★
Both Excel and PDF versions required
- 8. Feasibility study or energy audit
Must be dated within 3 years of the closing date
- 9. Signed and Sealed Independent Third-Party Reviewer (ITPR) Pre-Construction Verification Certificate ★
- 10. PACE ITPR Workbook ★
Both Excel and PDF versions required

Underwriting Documents

The following will be required as part of the PACE application document underwriting review process, when applicable. These documents must be submitted a minimum of 5 business days before the target closing date:

- 11. Property Title Report prepared by Title Insurance Company ★
*Property description must match #12 and Report must be dated within 30 days of the closing date
Ownership must match #1, unless transaction includes purchase of the Property*
- 12. Draft PACE Owner Contract, PACE Lender Contract, and PACE Notice of Contractual Assessment Lien ▲ ★*
Final version must be notarized

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May use target loan amount in brackets prior to closing, as long as same amount is used in the following documents: #7, #14, and #16

Payment schedule must have column heading "Admin. Fees" to match contract term

13. Executed Final Term Sheet

14. Draft Financing Documents ▲★

Property description must match #11.

May use target loan amount in brackets prior to closing, as long as same amount is used in the following documents: #6, #12 and #15.

Individuals and entities executing must match #1, #6, #12, #15 and #16

15. Lender Consent to PACE Assessment Form ★*

Only required if there is an existing mortgage lien or one will be created contemporaneously at closing

May insert maximum potential loan amount, in lieu of actual loan amount

Property Owner (individual and entity) executing must be notarized and match #1, #12, #14, and #16

16. Variance of Loan to Value (LTV) Request Form ▲★

Only required if not using CAD assessed value from #4

Individuals and entities executing must match #1, #6, #12, #14, and #15

17. Appraisal of Property

Only required if #16 requested

Must be dated within 18 months of the closing date

Post-Construction Documents

The following will be required post-construction as part of the PACE application document review process for final project completion:

18. Signed and Sealed Independent Third-Party Reviewer (ITPR) Post-Construction Statement of Compliance

May be the same or a different ITPR than #9

19. Property Owner Post-Project Certification

May be a different Property Owner than #1 if there was a sale or transfer

20. TPA/HARC PACE Reporting Request Form

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- *Draft documents to be executed at closing marked with "▲". The actual loan amount may change prior to closing on the PACE financing but must be consistent in each draft document.*
 - *A screenshot is acceptable for items with "◆".*
 - *In instances of a post-construction financing or amended assessment, items with "★" must be updated and will be required as part of the PACE application review process. Additional documentation may be requested.*
 - *Documents that must be notarized marked with "*"*