

PROPERTY ASSESSED CLEAN ENERGY PROGRAM

REQUIRED DOCUMENTS CHECKLIST

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

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

- 1. Property Owner Certification ★
Individual and entity executing must match #3 and be signatory of #15, #16, #17, and #18
- 2. [Certificate of Fact from the Texas Secretary of State's Office](#) showing entity in good standing
- 3. Draft Certificate of Incumbency, Consents, and Company Organizing Documents (Authorizing Signatory) ▲
Individual and entity executing must match #1 and be signatory of #15, #16, #17, and #18
- 4. Verification of [Franchise Tax Account Status from the Texas Comptroller of Public Accounts](#) ◆
- 5. Most recent Central Appraisal District Property Search Details ◆
- 6. 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
- 7. Capital Provider Certification ★
Entity executing must be signatory of #15, #16, and #18
- 8. Required Capital Provider Information Form ▲★
- 9. Sources and Uses of PACE Funds and Payment Schedule ▲★
Both Excel and PDF versions required

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

- 10. Feasibility study or energy audit
Must be dated within 3 years of the closing date
- 11. Signed and Sealed Independent Third Party Reviewer (ITPR) Pre-Construction Verification Certificate ★
- 12. PACE ITPR Workbook ★
Both Excel and PDF versions required
- 13. List of contractors and subcontractors or executed service contracts and agreements
- 14. Property Title Report prepared by Title Insurance Company ★
*Property description must match #15 and Report must be dated within 30 days of the closing date
Ownership must match #1, unless transaction includes purchase of the Property*

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- 15. Draft PACE Owner Contract, PACE Lender Contract, and PACE Notice of Contractual Assessment Lien ▲★
May use target loan amount in brackets prior to closing, as long as same amount is used in the following documents: #3, #8, #9, #16, and #18
Payment schedule must have column heading "Admin. Fees" to match contract term
Property description must match #14
Individuals and entities executing must match #1, #3, #7, #16, #17, and #18
- 16. Draft Financing Documents ▲★
May use target loan amount in brackets prior to closing, as long as same amount is used in the following documents: #3, #8, #9, #15, and #18
Individuals and entities executing must match #1, #3, #7, #15, #17, and #18

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

- 17. 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 match #1, #3, #15, #16, and #18
- 18. Variance of Loan to Value (LTV) Request Form ▲★
Only required if not using CAD assessed value from #5
Individuals and entities executing must match #1, #3, #7, #15, #16, and #17
- 19. Appraisal of Property
Only required if #18 requested
Must be dated within 18 months of the closing date

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

- 20. Signed and Sealed Independent Third Party Reviewer (ITPR) Post-Construction Statement of Compliance
May be the same or a different ITPR than #11
- 21. Property Owner Post-Project Certification
May be a different Property Owner than #1 if there was a sale or transfer
- 22. TPA/HARC PACE Reporting Request Form
- 23. TPA Case Study Submission

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.

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