

# Program Guidelines

## 8.1.3 SUBMIT FINAL APPLICATION WITH SUPPORTING DOCUMENTATION

Along with a complete Final Application form, Applicants are required to submit documentation about the PACE Project. The Final Application form within the Project Center contains a section available to Applicants to upload all of the required documents. The Program Administrator will only accept documents uploaded through the Final Application form in the Project Center. Applicants shall supply the following supporting documentation:

- ✓ **Executed Final Application** signed by the Applicant/ Borrower
- ✓ **Capital Provider Offer to Fund** - Applicant must provide documentation that indicates that a Capital Provider has offered to provide PACE Financing for the Applicant's PACE Project.
- ✓ **Energy Assessment/ Project Analysis** conducted according to the requirements of this Program Manual.
- ✓ **Appraisal or Assessed Value** as indicated on the Final Application by the Applicant, which will indicate the basis for the Eligible Property valuation. If the Applicant selects appraised value, a copy of such appraisal shall be submitted along with its application.
- ✓ **Mortgage Loan Balances** submitted as copies of the most recent mortgage loan statement or commitment of pending mortgage loan.
- ✓ **Signed Installation Contract(s)** from Registered Contractor(s) for the PACE Project that includes the cost of the work, the scope of work, and the schedule for the installation.
- ✓ **Draft PACE Special Charge and Financing Agreement** (see Section 8.1.5 for further detail) must have been agreed upon among the PACE Capital Provider, Eligible Property Owner and the Program Administrator.

## PRE-CLOSING DOCUMENTS

(May be submitted following PACE Commission Approval, before close of the subject PACE Financing).

- ✓ **Mortgage Lender Consent** evidenced by written consent from the existing mortgage holder(s) on the Eligible Property for the proposed PACE Project.
- ✓ **Title Insurance Commitment** disclosing all current mortgage and lien holders on the property and that there are no involuntary liens on the property (the Title Report must be issued not more than 30 days prior to closing of the PACE Financing).
- ✓ **Property Insurance** must be evidenced by a current declaration sheet or a binder with paid receipt. The Commission and the Capital Provider must be named as an additional insured (mortgagee/loss payee) on all insurance policies. The mortgage/loss payee clause for the Commission is:  
**Wisconsin PACE Commission ISAOA/ATIMA**  
**431 Charmany Drive**  
**Madison, WI 53719**
- ✓ **Executable copy of PACE Special Charge and Financing Agreement** (see Section 8.1.5 for further detail) must have been agreed upon among the PACE Capital Provider, Eligible Property Owner and the Program Administrator and is ready for final signature.
- ✓ **Closing/Disbursement Statement** listing the fees, expenses, third party services, etc. to be disbursed with the proceeds of the PACE financing including the amount of payment.
- ✓ **Onboard Report and Amortization Table** in the Provided Format
- ✓ **Flood Insurance Certification** for Resiliency Projects Only