

PROPERTY ASSESSED CLEAN ENERGY PROGRAM

REQUIRED DOCUMENTS CHECKLIST

The following will be required as part of the PACE application review process:

- ☐ Signed Owner Certification
- ☐ Copy of the Property tax bill and/or Travis Central Appraisal District Property ID number
- ☐ Certificate of Fact from the Texas Secretary of State's Office showing entity in good standing
- ☐ Certificate of Account Status from the Texas Comptroller of Public Accounts
- ☐ Certificate of Occupancy

The following will be required prior to closing:

- ☐ Copy of feasibility study and/or energy audit (If not Fast Track)
- ☐ Signed and Sealed ITPR Project Verification Certificate
- ☐ Property Title Report prepared by Title Insurance Company
- ☐ Certificate of Incumbency and Consents (Authorizing Signatory)
- ☐ Signed Lender Certification

The following may be required for final project approval prior to closing

- ☐ Appraisal of Property completed during prior 6 months (if required by Lender)
- ☐ Property zoning report which shows whether the property constitutes one or multiple lots for property tax purposes (if required by Lender)
- ☐ Organizational Chart, List of all Officers and Directors for Borrower and General Partner/Managing Member, and Certificate of Formation and all amendments (if necessary to determine signatory authority)
- ☐ Copy of most recent survey of the Property (if required by Lender)
- ☐ Consent Letter to PACE from Mortgagee (if applicable)

The following will be required post-construction for final project completion:

- ☐ Signed and Sealed ITPR Statement of Compliance
- ☐ Receipts of Expenditures

Office Use Only

Project ID _____

Completed: _____