



VPA C-PACE Checklist

<i>Due when final Application is submitted:</i>	
Executed Final Application	Submit thru VPA Project Center
Final Application fee (\$100)	Check addressed to "Virginia PACE Authority" by mail or submit via PayPal as final step in Final Application
Signed Installation Contract	Submit thru VPA Project Center
Energy Analysis (e.g. Energy audit, Feasibility study and/or Solar analysis)	Submit thru VPA Project Center
Capital Provider Offer to Fund (Term Sheet)	Submit thru VPA Project Center
Evidence of Value either through Assessed Value from jurisdiction or Market Appraisal within last 12 months	Submit thru VPA Project Center
<i>Due as a condition to closing:</i>	
Lender Consent and Subordination Agreement (if there is existing or new debt being placed on the property)	Submit thru VPA Project Center
Mortgage Lender statements (if applicable)	Submit thru VPA Project Center
Title Report within 60 days of closing	Submit thru VPA Project Center
Documentation of Mortgage Release (if mortgage has been paid off after Title Report has been issued)	
Substantially complete loan documents <ul style="list-style-type: none"> - Program agreement (btw Borrower/Cap. Provider/Jurisdiction) - C-PACE Lien Certificate (recorded with County) - Financing Agreement (btw Borrower/Capital Provider) 	Submit thru VPA Project Center
<i>At project completion:</i>	
Owner Completion Certificate	Submit thru VPA Project Center
Contractor Completion Certificate	Submit thru VPA Project Center