

## APPLICATION/CLOSING CHECK LIST

The Application/Closing Checklist is offered to the applicant as a means of checking the C-PACE Program Application to ensure that a complete Application is submitted, free from omissions and errors that could possibly lead to rejection of the Application. Check off in section I when completed and submit with the Application. Submission of a complete Application is solely the responsibility of the applicant. Check off in section II when completed and submit at the time of Closing. Completion of this form does not relieve the applicant of the responsibility for providing all documents needed for the Application and Closing.

### **I. Application** (documents needed for approval of Application):

- \_\_\_\_\_ 1. Are all blank spaces filled out on C-PACE Program Application?
- \_\_\_\_\_ 2. Is the Mortgage Holder Consent form completed and attached for each mortgagee or beneficiary of a deed of trust?
- \_\_\_\_\_ 3. Is the C-PACE Program Certificate of Compliance – Public Benefits attached?
- \_\_\_\_\_ 4. Is the Certificate of Qualified Improvement attached?
- \_\_\_\_\_ 5. Are authorized signatures properly affixed to the Application?

### **II. Closing** (documents needed before Closing):

- \_\_\_\_\_ 6. Is the Assessment Agreement completed and signed, with all required attachments?
- \_\_\_\_\_ 7. Is the Notice of Assessment and C-PACE Lien completed and signed, with all the required attachments?
- \_\_\_\_\_ 8. Is the Assignment of Notice of Assessment and C-PACE Lien and Assignment of Assessment Agreement completed and ready for the City's signature?
- \_\_\_\_\_ 9. Is all information which is necessary for Recording provided (*see* Program Guidebook at page 11)?

# **FORMS**

# **PROGRAM APPLICATION FORM 1**



**City of Coeur d'Alene**  
 Finance Department  
 710 E. Mullan Ave.  
 Coeur d'Alene, ID 83814  
 (208) 769-2284  
 kebner@cdaid.org

<b>For office use only</b>	
Application Fee: \$500.00	
Servicing Fee: \$ _____	
Date Paid: _____	
Approved by: _____	
Date of Approval: _____	

**C-PACE PROGRAM  
 APPLICATION**

*All blanks must be filled in. If the requested information does not apply, indicate "Does Not Apply" or "N/A."*

Property Owner Name:	
Mailing Address:	
Physical Address:	
Telephone Number:	Email:
Tax ID Number (EIN or SSN):	

Project Name:	
Address of Project:	
Legal Description:	
Assessed Value and Date of Assessment:	Appraised Value and Date of Appraisal:
Building Size:	Year Built (if applicable):
Project Type (e.g. commercial, multi-family):	
Total Amount Financed:	

Capital Provider:	
Contact person:	
Mailing Address:	
Telephone Number:	Email:

**Project Narrative** (*Briefly describe the overall project. Use additional sheets if necessary.*):

**Project Details** (*Describe the proposed Qualified Improvements applicable to the C-PACE Program, e.g., improvements that promote or support energy efficiency, renewable energy, water conservation, reduction or elimination of lead from water, water or wastewater resilience, etc. If the application is for improvements installed within the last three (3) years, include the date of installation of each improvement. Use additional sheets if necessary.*):

Please answer the following questions. You must answer “no” to each question to qualify for the C-PACE Program.

	Yes	No
Is any mortgage or deed of trust payment past due?		
Are any property tax assessments past due?		
Is the property owner insolvent?		
Is the property owner currently in bankruptcy proceedings?		
Is the total debt secured by the property, including any C-PACE assessment, in excess of 90% of the fair market value of the property as complete or stabilized?		
For new construction, will the C-PACE assessment exceed 35% of the fair market value of the property as complete or stabilized?		
For a retrofit of existing property, will the C-PACE assessment exceed 25% of the fair market value of the property as complete or stabilized?		
Was the appraisal setting the fair market value of the property (by a qualified appraiser) completed more than 12 months before the date of this application?		
Does the period of the proposed special assessment exceed the weighted average of the useful life of the qualified project that is the basis for the assessment?		
Will the voluntary assessment under the C-PACE program constitute an event of default under any current mortgage or deed of trust on the property?		

**The property owner must submit the following with this application:**

1. For an existing building, an energy analysis by a licensed engineering firm or engineer, which includes a statement that the improvements will result in more efficient use or conservation of energy or water or the addition of renewable sources of energy or water, OR that the improvements will result in improved resilience.
2. For new construction, a written certification by a licensed engineering firm or engineer, which includes a statement that the improvements will enable the project to exceed building code requirements for energy efficiency, water efficiency, renewable energy, and/or renewable water, or meet or exceed resilience standards in the City’s building code or, if none, a nationally available and recognized resiliency standard.
3. A copy of the appraisal for the property.
4. A written statement from an authorized officer of each holder of a mortgage or deed of trust consenting to the assessment and indicating that the assessment does not constitute an event of default under the mortgage or deed of trust.
5. A written certification by the Capital Provider that the property owner and project meet the requirements of the C-PACE Act and Program Guidebook, and qualify for financing under this Program.

CERTIFICATION OF APPLICANT:

I, \_\_\_\_\_, swear or affirm under penalty of perjury that he/she is the applicant for C-PACE financing and that the contents hereof are true and correct to the best of his/her knowledge and belief.

Signed: \_\_\_\_\_ (applicant)