

A Homeowner's Guide to Finding Solar Documents

Use this guide to locate the important solar documentation you will need to sell your solar home.

Which Solar Documents Matter the Most

#1 Most Important Solar Documents

Any documents showing the solar system has monthly payments, debt, or third-party ownership, or proof that the system has been purchased outright.

- Solar loan agreement, solar lease agreement, power purchase agreement (PPA), solar payoff or buyout statement, proof of purchase (owned outright).

#2 Next Most Important Solar Documents

Documentation describing the installed solar equipment and electric utility buy-back agreements.

- Solar installation agreement, solar or battery permit and plan set, net metering, billing, or interconnection agreement from the electric utility.

#3 Additional Solar Documents

Documents that help verify ongoing system performance and maintenance.

- Solar, inverter, and battery warranties, monitoring login information.

Where to Find Solar Documentation

Step 1: Search Your Email Inbox(s)

Most solar documents were signed digitally. Search the email inbox(s) you were using when you went solar.

Search using these common solar-related terms:

- solar, PV, install, installer name, solar salesperson's name, loan, lease, payment, PPA, power purchase, net metering, net billing, NEM, interconnection, inverter, monitoring, permit, plan set.

Additionally search for solar documents by digital signing emails from:

- DocuSign, SignNow, Adobe Sign, Solosign, or similar services.

Tip: If your email allows it, filter for messages with attachments.

What you're looking for:

- Emails with attached PDFs or links that allow you to request or resend a copy of signed documents. If a link is expired, requesting a new link usually sends a fresh copy of the document.

Step 2: Search Your Personal Files (Digital and Paper)

Search your digital and cloud-based files using the same terms in the following places:

- Computer files, Google Drive, Dropbox, or iCloud, or similar services

Search your hard copy files in commonly used systems like home improvement folders, binders and paper filing.

Step 3: Contact the Solar Service Providers

If you can recall the companies involved, request copies directly:

- Solar installer: installation agreement, permit or plan set, equipment warranties.
- Solar loan, lease, or PPA provider: loan, lease, or PPA agreement, transfer instructions, payoff or buyout documents.
- Local electric utility: net metering, billing, or interconnection agreement.

Most service providers can send documents digitally or in the mail within a few business days.

What to Do Once You Find Solar Documents

Share all solar documents, even partial ones, with your Sprk-certified real estate agent or home inspector. They will organize and use the documents to prepare accurate solar information for the transaction.

Providing documentation early can significantly reduce delays and confusion during the buying or selling process.