



SELLER'S CHECKLIST

HOW TO SELL A SOLAR HOME (STEP BY STEP)



OWNED
SOLAR

TRANSACTION GUIDE

PHASE 1: PREPARE PRIOR TO LISTING HOME FOR SALE

STEP 1: COLLECT SOLAR DOCUMENTATION

- Gather the solar documentation
 - Solar installation agreement and equipment warranties, etc.
- Get a Sprk Listing Report and Solar Inspection Report

STEP 2: NOTIFY SERVICE PROVIDERS

- Contact solar installer and electric utility for transfer instructions
- Locate & update solar monitoring in preparation for transfer

STEP 3: MARKET SOLAR HOME

- Adjust home price for solar and home energy improvements
- Highlight solar size(kW), age and energy savings in listing
- Attach Listing Report/Green Home Tour to listing sites and marketing materials

PHASE 2: COLLABORATE ONCE PURCHASE CONTRACT IS SIGNED

STEP 4: SHARE SOLAR DOCUMENTATION

- Send the Buyer the following:
 - Solar disclosure docs, installation agreement, Sprk Reports, Buyer Transfer Checklists
- Provide Appraiser solar documentation and note that the solar will be conveyed as owned
- Provide Escrow Officer solar documentation and notify them that the solar is owned outright
- Keep electric utility connection active until Buyer transfer is complete
- Share solar monitoring login with Buyer

PHASE 3: CONVEY AT CLOSE OF ESCROW

STEP 5: TRANSFER SOLAR TO BUYER

- Transfer electricity utility services into Buyer's name

SOLAR DOCUMENTATION

- State solar disclosure documentation (where applicable)
- Solar Installation Agreement
- Electricity Utility Net Meter/Billing Agreement
- Solar Panel Warranty
- Solar Inverter Warranty
- Battery Warranty
- Sprk Reports: Home Energy Report / Listing Report / Solar Inspection Report / Solar Appraisal Report



SELLER'S CHECKLIST

HOW TO SELL A SOLAR HOME (STEP BY STEP)



PHASE 1: PREPARE PRIOR TO LISTING HOME FOR SALE

STEP 1: COLLECT SOLAR DOCUMENTATION

- Gather the solar documentation
 - Solar Loan, installation agreements and equipment warranties, etc.
- Get a Sprk Listing Report and Solar Inspection Report

STEP 2: NOTIFY SERVICE PROVIDERS

- Contact solar loan company
 - Request a 120 day loan payoff amount
 - Get loan assumption instructions
- Contact solar installer and electric utility for transfer instructions
- Locate & update solar monitoring in preparation for transfer

STEP 3: MARKET SOLAR HOME

- Decide if seller will pay off solar loan or buyer will assume the solar loan balance
- Adjust home price IF the solar will be transferred to buyer as owned solar
- Highlight solar size(kW), age and savings in listing
- Attach Listing Report/Green Home Tour to listing sites and marketing materials

PHASE 2: COLLABORATE ONCE PURCHASE CONTRACT IS SIGNED

STEP 4: SHARE SOLAR DOCUMENTATION

- Send the Buyer the following:
 - Solar disclosure docs, loan agreement, installation agreement, Sprk Reports, Buyer Transfer Checklists
- Decide with Buyer how to resolve the solar loan balance
- Notify the loan company of payoff or assumption intent, and request a 45-day payoff amount
- Provide Appraiser solar documentation and note IF the solar will be conveyed as owned
- Notify Escrow Officer of solar loan and status (payoff or assumption) and loan documentation
- Keep electric utility connection active until Buyer transfer is complete
- Share solar monitoring login with Buyer

PHASE 3: CONVEY AT CLOSE OF ESCROW

STEP 5: TRANSFER SOLAR TO BUYER

- Confirm loan assumption or payment is complete, and UCC lien released through escrow
- Transfer electricity utility services into Buyer's name

SOLAR DOCUMENTATION

- State solar disclosure documentation (where applicable)
- Solar Loan Agreement
- Solar Installation Agreement
- Electricity Utility Net Meter/Billing Agreement
- Solar Panel Warranty
- Solar Inverter Warranty
- Battery Warranty
- Sprk Reports: Home Energy Report / Listing Report / Solar Inspection Report / Solar Appraisal Report



SELLER'S CHECKLIST

HOW TO SELL A SOLAR HOME (STEP BY STEP)



LEASED / PPA
SOLAR

PHASE 1: PREPARE PRIOR TO LISTING HOME FOR SALE

STEP 1: COLLECT SOLAR DOCUMENTATION

- Gather the solar documentation
 - Solar lease/PPA, installation agreements and equipment warranties, etc.
- Get a Sprk Listing Report and Solar Inspection Report

STEP 2: NOTIFY SERVICE PROVIDERS

- Contact solar lease/PPA company
 - Request a solar system purchase amount
 - Request a lease/ppa agreement prepayment amount
 - Get the lease/PPA agreement assumption instructions
- Contact electric utility for transfer instructions
- Locate & update solar monitoring in preparation for transfer

STEP 3: MARKET SOLAR HOME

- Decide if seller will buyout the solar or if the Buyer will assume it
- Adjust home price IF the solar will be transferred to buyer as owned solar
- Highlight solar size(kW), age and savings in listing
- Attach Listing Report/Green Home Tour to listing sites and marketing materials

PHASE 2: COLLABORATE ONCE PURCHASE CONTRACT IS SIGNED

STEP 4: SHARE SOLAR DOCUMENTATION

- Send the Buyer the following:
 - Solar disclosure docs, lease/PPA agreement, Sprk Reports, Buyer Transfer Checklists
 - Solar lease/ PPA purchase and prepayment amounts, and assumptions instructions
- Notify the lease/PPA company of agreement intent, and request a 45-day payoff or prepayment amount
- Provide Appraiser solar documentation and make note IF the solar will be conveyed as owned
- Notify Escrow Officer how the lease/PPA will be resolved and provide all solar documentation
- Keep electric utility connection active until Buyer transfer is complete
- Share solar monitoring login with Buyer

PHASE 3: CONVEY AT CLOSE OF ESCROW

STEP 5: TRANSFER SOLAR TO BUYER

- Confirm lease/PPA agreement assumption or payment is complete, and UCC lien released through escrow
- Transfer electricity utility services into Buyer's name

SOLAR DOCUMENTATION

- State solar disclosure documentation (where applicable)
- Solar Lease/PPA Agreement
- Solar Installation Agreement
- Electricity Utility Net Meter/Billing Agreement
- Solar Panel Warranty
- Solar Inverter Warranty
- Battery Warranty
- Sprk Reports: Home Energy Report / Listing Report / Solar Inspection Report / Solar Appraisal Report

TRANSACTION GUIDE