



### Proposed C-PACE Project: Supporting Documentation Checklist

Required Documents		Indicate if included in application
1	Current Property Search	
2	Title Report	
3	Ground Lease (if applicable)	
4	Certification of Eligibility	
5	Disclosure of Risks Affidavit	
6	Mortgage Holder Consent (if applicable)	
7	Certificate of Eligible Improvements	
8	Capital Provider Offer to Fund	

[Please direct application questions to Nancy Graham at NGraham@incog.org](mailto:NGraham@incog.org)



## Proposed C-PACE Project: Application Form

Property Owner Details	
1	Legal name(s) of owner(s)
	Name of contact person
	Phone number
	Email address

Property Details	
2	Property address
	Property parcel #
	Property type
	If a ground lease exists, please provide ownership details
	Is the property current on property taxes?
	If a mortgage exists, what is the outstanding mortgage amount?
	Are the improvements sought for an existing building or new construction?

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Qualifying Improvement Details	
3	Are energy efficiency improvements being financed through C-PACE?
	Are energy sources being financed through C-PACE?
	Is a power purchase agreement involved in the transaction?
	Are water efficiency improvements being financed through C-PACE?
	Are building resiliency improvements being financed through C-PACE?
	If resiliency is involved, please provide a brief description of the improvement(s).

C-PACE Financing Details	
4	Total amount of C-PACE financing
	Assessment term
	Is the C-PACE financing being used to fund measures that have already been installed and/or financed by another source of funds? If yes, please explain.

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Capital Provider Details	
5	Legal name
	Name of contact person
	Phone number
	Email address

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## Proposed C-PACE Project: Signature Page

By signature below, the applicant affirms that the information and documentation are true and correct to the best of your ability and that they have read the disclosures and disclaimers attached to this application and understand the risks of participating in the Oklahoma C-PACE Program; further, that the applicant affirms that neither the county, its governing body, executives, nor employees are personally liable as a result of exercising any rights or responsibilities granted under this program.

### APPLICATION FORM SIGNED AND DATED

On behalf of property owner: \_\_\_\_\_

Name and title: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of capital provider: \_\_\_\_\_

Name and title: \_\_\_\_\_

Date: \_\_\_\_\_

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### TO BE COMPLETED BY PROGRAM ADMINISTRATOR

Application (*approved/conditionally approved/denied*): \_\_\_\_\_

On behalf of Oklahoma C-PACE Program Administrator for \_\_\_\_\_ County

Name and title: \_\_\_\_\_

Date: \_\_\_\_\_