



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 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



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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



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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 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
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