



OWNED SOLAR



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SELLER'S GUIDE STEP-BY-STEP

5 STEPS TO SELL A SOLAR HOME

Phase 1: Prepare

- ☐ **Step 1: Collect** solar documents
- ☐ **Step 2: Notify** service providers of home sale
- ☐ **Step 3: Market** home as a Solar Home

Phase 2: Collaborate

- ☐ **Step 4: Share** documents with the Buyer

Phase 3: Convey

- ☐ **Step 5: Transfer** the solar to the Buyer

PHASE ONE: PREPARE PRIOR TO LISTING HOME FOR SALE

Step 1: Collect solar documents

- ☐ Complete an Energy Assessment to Receive Sprk Green Home Energy Report
- ☐ Order a Sprk Green Home Transaction Certificate

Step 2: Notify service providers of home sale

- ☐ Notify the following companies and get their transfer details:
 - ☐ Solar installer
 - ☐ Electricity utility company
- ☐ Locate & update solar monitoring login info

Step 3: Market home on MLS as a Green/Solar Home with the Green Home Rating

- ☐ Include Green Home Buyer QR Code/link on any home marketing materials/sites
- ☐ Attach Transaction Certificate to MLS Listing
- ☐ Agent adjust home price to account for green features

PHASE TWO: COLLABORATE ONCE HOME PURCHASE CONTRACT IS SIGNED

Step 4: Share documents with the Buyer

- ☐ Send the Buyer the following:
 - ☐ Solar Home Buyer's Step-By-Step Guide
 - ☐ Green Home Transaction Certificate
 - ☐ All other solar documents
- ☐ Share Green Home Transaction Certificate and solar installation agreement with escrow officer
- ☐ Maintain electric utility connection until ready to transfer into Buyers name

PHASE THREE: CONVEY AT CLOSE OF ESCROW

Step 5: Transfer the solar to the Buyer

- ☐ Transfer electricity utility account into Buyers name
- ☐ Send Buyer solar monitoring login info

DOCS SOLAR DOCUMENTS

- ☐ Solar Installation Agreement
- ☐ Electricity Utility Net Meter/Billing Agreement
- ☐ Solar Panel Warranty
- ☐ Solar Inverter Warranty
- ☐ Battery Warranty
- ☐ Green Home Reports from Sprk: Energy Report / Transaction Certificate / Appraisal Certificate



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BUYER'S GUIDE STEP-BY-STEP

3 STEPS TO BUY A SOLAR HOME

Phase 1: Collaborate

- ☐ **Step 1: Obtain** solar information from Seller
- ☐ **Step 2: Learn** about the solar home

Phase 2: Connect

- ☐ **Step 3: Optimize** your solar home

PHASE ONE: COLLABORATE ONCE HOME PURCHASE CONTRACT IS SIGNED

Step 1: Obtain solar information from Seller

- ☐ Share this Step-By-Step Guide with your agent
- ☐ Obtain from Seller or Generate Your Own:
 - ☐ Green Home Transaction Certificate and Green Home Buyer report link
 - ☐ Any other solar documentation

Step 2: Learn about the solar home

- ☐ Review Green Home Buyer Report
- ☐ Review solar documentation
- ☐ Share the Green Home Transaction Certificate with:
 - ☐ Real Estate Agent
 - ☐ Title/Escrow Agent
- ☐ Order a Solar Inspection Certificate from a Sprk Certified Home Inspector
- ☐ Order a Green Home Appraisal Certificate from Sprk Certified Loan Officer

PHASE TWO: CONNECT ONCE THE CLOSE OF ESCROW

Step 3: Optimize your solar home

- ☐ Contact the electricity utility company to:
 - ☐ Transfer service into your name, rather than shutting off electricity
 - ☐ Transfer the existing net metering agreement into your name
- ☐ Get solar monitoring info from Seller
- ☐ Connect solar monitoring to your wifi
- ☐ Contact solar installer to troubleshoot any solar issues
- ☐ Leverage Spark Green Home Energy/Buyer Report to optimize your new home
- ☐ Clean solar panels annually

DOCS SOLAR DOCUMENTS

- ☐ Solar Installation Agreement
- ☐ Electricity Utility Net Meter/Billing Agreement
- ☐ Solar Panel Warranty
- ☐ Solar Inverter Warranty
- ☐ Battery Warranty
- ☐ Green Home Reports from Sprk: Energy/Buyer Report / Transaction Certificate / Inspection Certificate / Appraisal Certificate



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WITH LOAN



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SELLER'S GUIDE STEP-BY-STEP

5 STEPS TO SELL A SOLAR HOME

Phase 1: Prepare

- ☐ **Step 1: Collect** solar documents
- ☐ **Step 2: Notify** service providers of home sale
- ☐ **Step 3: Market** home as a Solar Home

Phase 2: Collaborate

- ☐ **Step 4: Share** documents with the Buyer

Phase 3: Convey

- ☐ **Step 5: Transfer** the solar to the Buyer

PHASE ONE: PREPARE PRIOR TO LISTING HOME FOR SALE

Step 1: Collect solar documents

- ☐ Complete an Energy Assessment to Receive Sprk Green Home Energy Report
- ☐ Order a Sprk Green Home Transaction Certificate

Step 2: Notify service providers of home sale

- ☐ Notify solar loan company of home sale
 - ☐ Get loan payout amount
 - ☐ Get loan assumption details
- ☐ Notify the following companies and get their transfer details:
 - ☐ Solar installer
 - ☐ Electricity utility company
- ☐ Locate & update solar monitoring login info

Step 3: Market home on MLS as a Green/Solar Home with the Green Home Rating

- ☐ Include Green Home Buyer QR Code/link on any home marketing materials/sites
- ☐ Attach Transaction Certificate to MLS Listing
- ☐ Agent adjust home price to account for green features

PHASE TWO: COLLABORATE ONCE HOME PURCHASE CONTRACT IS SIGNED

Step 4: Share documents with the Buyer

- ☐ Send the Buyer the following:
 - ☐ Solar Home Buyer's Step-By-Step Guide
 - ☐ Green Home Transaction Certificate
 - ☐ All other solar documents
- ☐ Decide with Buyer how to handle the solar loan
- ☐ Notify the solar loan company immediately of how the solar loan will be handled
- ☐ Request the loan company lift the UCC Filing for the close of escrow
- ☐ Share Green Home Transaction Certificate and solar loan agreement with escrow officer
- ☐ Maintain electric utility connection until ready to transfer into Buyers name

PHASE THREE: CONVEY AT CLOSE OF ESCROW

Step 5: Transfer the solar to the Buyer

- ☐ Confirm with escrow officer that UCC Filing is no longer tied to Seller
- ☐ Transfer electricity utility account into Buyers name
- ☐ Send Buyer solar monitoring login info

DOCS SOLAR DOCUMENTS

- ☐ Solar Loan Agreement
- ☐ Solar Installation Agreement
- ☐ Electricity Utility Net Meter/Billing Agreement
- ☐ Solar Panel Warranty
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BUYER'S GUIDE STEP-BY-STEP

5 STEPS TO BUY A SOLAR HOME

Phase 1: Collaborate

- ☐ **Step 1: Obtain** solar information from Seller
- ☐ **Step 2: Learn** about the solar home
- ☐ **Step 3: Decide** how to transfer the solar
- ☐ **Step 4: Finalize** solar transfer details

Phase 2: Connect

- ☐ **Step 5. Optimize** your solar home

PHASE ONE: COLLABORATE AFTER HOME PURCHASE CONTRACT IS SIGNED

Step 1: Obtain solar information from Seller

- ☐ Share this Step-By-Step Guide with your agent
- ☐ Obtain from Seller or generate your own:
 - ☐ Green Home Transaction Certificate and Green Home Buyer report link
 - ☐ The solar loan agreement and any other solar documentation

Step 2: Learn about solar home

- ☐ Review Green Home Buyer Report
- ☐ Review solar documentation
- ☐ Share the Green Home Transaction Certificate with:
 - ☐ Real Estate Agent
 - ☐ Title/Escrow Agent
- ☐ Order a Solar Inspection Certificate from a Sprk Certified Home Inspector
- ☐ Order a Green Home Appraisal Certificate from Sprk Certified Loan Officer

Step 3: Decide how to transfer the solar

- ☐ Decide with the Seller how to handle the balance of the solar loan

Step 4: Finalize solar transfer details

- ☐ If paying off a solar loan: decide if Buyer or Seller is funding the loan payout
- ☐ If assuming the solar loan, contact the loan company to:
 - ☐ Check credit to qualify for loan
 - ☐ Sign loan assumption agreement
 - ☐ Set up loan payments
- ☐ Confirm with escrow agent the Seller has requested the UCC Filing be lifted for the close of escrow

PHASE TWO: CONNECT AFTER THE CLOSE OF ESCROW

Step 5: Optimize your solar home

- ☐ Contact the electricity utility company to:
 - ☐ Transfer service into your name, rather than shutting off electricity
 - ☐ Transfer the existing net metering agreement into your name
- ☐ Get solar monitoring info from Seller
- ☐ Connect solar monitoring to your wifi
- ☐ Contact solar installer to troubleshoot any solar issues
- ☐ Leverage Spark Green Home Energy/Buyer Report to optimize your new home
- ☐ Clean solar panels annually

DOCS SOLAR DOCUMENTS

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SELLER'S GUIDE STEP-BY-STEP

5 STEPS TO SELL A SOLAR HOME

Phase 1: Prepare

- ☐ **Step 1: Collect** solar documents
- ☐ **Step 2: Notify** service providers of home sale
- ☐ **Step 3: Market** home as a solar home

Phase 2: Collaborate

- ☐ **Step 4: Share** documents with the Buyer

Phase 3: Convey

- ☐ **Step 5: Transfer** the solar to the Buyer

PHASE ONE: PREPARE PRIOR TO LISTING HOME FOR SALE

Step 1: Collect solar documents

- ☐ Complete an Energy Assessment to Receive Sprk Green Home Energy Report
- ☐ Order a Sprk Green Home Transaction Certificate

Step 2: Notify service providers of home sale

- ☐ Notify solar lease/PPA company of home sale
 - ☐ Get lease/PPA contract buyout options and amount
 - ☐ Get lease/PPA contract assumption instructions
- ☐ Notify the electricity utility company and get account transfer details
- ☐ Locate & update solar monitoring login info

Step 3: Market home on MLS as a Green/Solar Home with the Green Home Rating

- ☐ Include Green Home Buyer QR Code/link on any home marketing materials/sites
- ☐ Attach Transaction Certificate to MLS Listing
- ☐ Agent adjust home price to account for green features

PHASE TWO: COLLABORATE ONCE HOME PURCHASE CONTRACT IS SIGNED

Step 4: Share documents with the Buyer

- ☐ Send the Buyer the following:
 - ☐ Leased Solar Home Buyer's Step-By-Step Guide
 - ☐ Green Home Transaction Certificate
 - ☐ Solar lease/PPA agreement
 - ☐ All other solar documents
- ☐ Buyer decides how to handle the solar lease/PPA
- ☐ Notify the solar lease/PPA company right away how the solar lease/PPA will be handled
- ☐ Request the lease/PPA company lift the UCC filing for the close of escrow
- ☐ Share Green Home Transaction Certificate and solar lease/PPA agreement with escrow officer
- ☐ Maintain electric utility connection until ready to transfer into Buyers name

PHASE THREE: CONVEY AT CLOSE OF ESCROW

Step 5: Transfer the solar to the Buyer

- ☐ Confirm with escrow officer the UCC filing is no longer tied to Seller
- ☐ Transfer electricity utility account into Buyers name
- ☐ Send Buyer solar monitoring login info

DOCS SOLAR DOCUMENTS

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- ☐ Solar Installation Agreement
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5 STEPS TO BUY A SOLAR HOME

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- ☐ **Step 4: Finalize** solar transfer details

Phase 2: Connect

- ☐ **Step 5: Optimize** your solar home

PHASE ONE: COLLABORATE ONCE HOME PURCHASE CONTRACT IS SIGNED

Step 1: Obtain solar information from Seller

- ☐ Share this Step-By-Step Guide with your agent
- ☐ Obtain from Seller or generate your own:
 - ☐ Green Home Transaction Certificate and Green Home Buyer report link
 - ☐ The solar lease/PPA agreement and any other solar documentation

Step 2: Learn about the solar home

- ☐ Review Green Home Buyer Report
- ☐ Review solar documentation
- ☐ Share the Green Home Transaction Certificate with:
 - ☐ Real Estate Agent
 - ☐ Title/Escrow Agent
- ☐ Order a Solar Inspection Certificate from a Sprk Certified Home Inspector
- ☐ Order a Green Home Appraisal Certificate from Sprk Certified Loan Officer

Step 3: Decide how to transfer the solar

- ☐ Decide how to handle the solar lease/PPA agreement

Step 4: Finalize solar transfer details

- ☐ Contact the solar lease/PPA company:
 - ☐ If buying out or prepaying the solar lease/PPA get the payment amount
 - ☐ If assuming the solar lease/PPA:
 - ☐ Check credit or give security deposit to qualify to assume the lease/PPA
 - ☐ Sign the assumption agreement
 - ☐ Set up payments with solar lease/PPA company
- ☐ Confirm with escrow agent the Seller has requested the UCC filing be lifted for the close of escrow

PHASE TWO: CONNECT AFTER THE CLOSE OF ESCROW

Step 5: Optimize your solar home

- ☐ Contact the electricity utility company to:
 - ☐ Transfer service into your name, rather than shutting off electricity
 - ☐ Transfer the existing net metering agreement into your name
- ☐ Get solar monitoring info from Seller
- ☐ Connect solar monitoring to your wifi
- ☐ Contact Lease or PPA Company to troubleshoot any solar issues
- ☐ Leverage Spark Green Home Energy/Buyer Report to optimize your new home
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