

C-PACER Project Application Checklist

Part 1 – Application

Applicant Checklist	Please include the Part 1 Checklist with your application submittal - Applications will not be accepted without all necessary information compiled with a completed submittal.	BoCC Checklist	CPED Checklist
	1. C-PACER Application Form		
	 Property Address a) Documentation of Property Address (Deed, Title Report, Assessor/Treasurer Record) 		
	b) Address location is within Thurston County		
	 3. Property Owner a) Documentation of Ownership (Deed, Title Report) b) Confirm property ownership names matches title report documentation If name(s) is different: provide one of the following: □ Certified copy of personal/corporate name change □ Certified power of attorney 		
	 Qualifying Property Documentation (Assessor/Treasurer official records, appraisal, zoning report, ground lease – if applicable) 		
	5. Qualifying Owner Documentation (Certificate of LLC or LP formation, Trust agreement or certificate, valid driver's license, power of attorney or corporate resolution authorizing representation) If property is held by a limited liability company, general or limited partnership or a corporation, the applicant should include a copy of the certificate of formation, organization, incorporation or similar document and a good standing certificate/certificate of existence from the state or organization and, if not organized in Washington, a certificate of registration to conduct business in Washington as a foreign entity. If a trust, include a copy of the trust agreement or a trustees' certificate. If an individual, include a copy of a valid driver's license. If the application is to be signed by a party other than the applicant, then, in addition to the foregoing, include a power of attorney or corporate resolution authorizing said party.		



THURSTON COUNTY Office of County Commissioners 3000 Pacific Ave. Olympia WA 98501 360-867-2938

 6. Qualifying Capital Provider documentation a) If a federal or state-chartered bank, or credit union, the certificate of organization or similar document; OR b) If not an entity in a), evidence of registration as a C-PACE capital provider in two states; OR c) If not an entity in a), evidence of financing for at least one previous C-PACE transaction in another jurisdiction. 	
Certificate of Capital Provider Qualification	
 Qualifying Improvement Certification a) Certificate of Qualified Improvement Compliance that is complete, signed, with accompanying documentation 	
b) Description of improvements and certifications for improvements sought, including documentation of the appropriate license/qualifications as described in the Program Guidebook.	
8. Lienholder Consent	
a) Lienholder Consent Form (completed and signed) c) Cross-check list of Lienholders from Title Report with Written Consents provided by Capital Provider	
Additional written consent from any and all holders of affordable housing covenants, restrictions, or regulatory agreements	
IF CONSENT WILL BE EXECUTED AT CLOSING, CONDITIONAL APPROVAL IS GIVEN. IF CONSENTS ARE DELIVERED AT CLOSING, APPLICANT MUST HOLD COUNTY-EXECUTED CLOSING DOCUMENTS IN ESCROW UNTIL CONSENTS ARE OBTAINED. AT DISCRETION OF THIS OFFICE, THIS APPLICATION MAY BE AMENDED AND RETURNED WITH COPIES OF CONSENTS ATTACHED.	
 C-PACER Application Fee – \$500 NOTE: Fees will be assessed in accordance with the Thurston County Unified Fee Schedule in effect at the time of application submittal. Make checks payable to 'Thurston County' or call Community Planning and Development Services (CPED) to pay by credit card over the phone. 	

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Part 2 – Recordation

	Please include the Part 2 Checklist when you submit your C-PACER	Thurston				
Applicant Checklist	Closing Documents to Thurston County.	County				
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	1. Assessment Agreement					
	2. Notice of Assessment Interest and C-PACER Lien					
	 Assignment of the Notice of Assessment Interest and C-PACER Lien Assessment Agreement 					
	4. Lienholder(s) Consent – if not already submitted with application					
	5. Signatures					
	a) All required Applicant signatures					
N/A	b) All required County signatures					
	Remainder of Checklist to be completed by Thurston County C-PACER Program Administrator. 6. Notification to Applicant that documents are ready to pick up for recordation					
1% c	CER Program Fees paid– f the financing amount of the C-PACER transaction, with a minimum fee of 00 and a cap on the fee of \$15,000.					
8. Final	Closing Documents returned to Applicant					
9. Appl reco						
Reco	rdation #					
Part 3 – Project Completion						
1. Cert	ficate of C-PACER Completion					
Date	received:					
	C-PACER Application Complete.					