

## C-PACER Project Application Checklist

### Part 1 – Application

Applicant Checklist	<i>Please include the Part 1 Checklist with your application submittal - Applications will not be accepted without all necessary information compiled with a completed submittal.</i>	BoCC Checklist	CPED Checklist
<input type="checkbox"/>	1. C-PACER Application Form	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2. Property Address	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	a) Documentation of Property Address (Deed, Title Report, Assessor/Treasurer Record)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	b) Address location is within Thurston County	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3. Property Owner	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	a) Documentation of Ownership (Deed, Title Report)	<input type="checkbox"/>	<input type="checkbox"/>
	b) Confirm property ownership names matches title report documentation		
	If name(s) is different: provide one of the following:		
	<input type="checkbox"/> Certified copy of personal/corporate name change		
	<input type="checkbox"/> Certified power of attorney		
<input type="checkbox"/>	4. Qualifying Property Documentation (Assessor/Treasurer official records, appraisal, zoning report, ground lease – if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	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)	<input type="checkbox"/>	<input type="checkbox"/>
	<i>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.</i>		
	<i>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.</i>		



## C-PACER Project Application Checklist



## Part 2 – Recordation

Applicant Checklist	<i>Please include the Part 2 Checklist when you submit your C-PACER Closing Documents to Thurston County.</i>	Thurston County Checklist
<input type="checkbox"/>	1. Assessment Agreement	<input type="checkbox"/>
<input type="checkbox"/>	2. Notice of Assessment Interest and C-PACER Lien	<input type="checkbox"/>
<input type="checkbox"/>	3. Assignment of the Notice of Assessment Interest and C-PACER Lien Assessment Agreement	<input type="checkbox"/>
<input type="checkbox"/>	4. Lienholder(s) Consent – if not already submitted with application	<input type="checkbox"/>
<input type="checkbox"/> N/A	5. Signatures a) All required Applicant signatures b) All required County signatures	<input type="checkbox"/> <input type="checkbox"/>
<b><i>Remainder of Checklist to be completed by Thurston County C-PACER Program Administrator.</i></b>		
	6. Notification to Applicant that documents are ready to pick up for recordation	<input type="checkbox"/>
	7. C-PACER Program Fees paid– <i>1% of the financing amount of the C-PACER transaction, with a minimum fee of \$2,500 and a cap on the fee of \$15,000.</i>	<input type="checkbox"/>
	8. Final Closing Documents returned to Applicant	<input type="checkbox"/>
	9. Applicant records final documents at the County Auditor's Office and provides recordation number to Community Planning & Economic Development Department.  <b>Recordation #</b> _____	<input type="checkbox"/>
<b>Part 3 – Project Completion</b>		
	1. Certificate of C-PACER Completion  <b>Date received:</b> _____	<input type="checkbox"/>
	<b><i>C-PACER Application Complete.</i></b>	