

### C-PACER PROJECT APPLICATION CHECKLIST

Property Owner: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Property Address: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Sub: \_\_\_\_\_  
 Closing Date (provided by NH BFA): \_\_\_\_\_

<b>Date Completed/ Submitted:</b>	<b>Document/Task</b>	<b>Submit to:</b>
	Review NH BFA C-PACER Program Guidebook and ensure your project is C-PACER eligible	N/A
	Check with your Town, City, Village District, or County (or unincorporated places), or with the NH BFA whether a C-PACER District has been adopted in your locality:  <a href="https://www.nhtaxkiosk.com/">https://www.nhtaxkiosk.com/</a> (For those not listed, go to the town's or city's webpage)	N/A
	Check with NH BFA for list of approved Capital Providers, or contact NH BFA for the process for your Capital Provider to be approved	N/A
	Pay all outstanding property taxes – check with your City or Town <u>Tax Collector's Office</u> : <a href="https://www.nhtaxkiosk.com/">https://www.nhtaxkiosk.com/</a> (For those not listed, go to the town's or city's webpage)  Pay all involuntary liens (e.g., mechanic's liens) on the Property in excess of \$10,000 – search the Registry of Deeds for the County where Property is located: <a href="https://www.nhdeeds.org/">https://www.nhdeeds.org/</a>	N/A

	<p>C-PACER Application Form and required Documentation:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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. If a trust, a copy of the trust agreement or a trustees' certificate. If an individual, a copy of a valid driver's license.</li> <li><input type="checkbox"/> If the application is to be signed by a party other than the applicant, then, in addition to the foregoing, also provide a power of attorney or corporate resolution authorizing said party.</li> <li><input type="checkbox"/> Property deed, title insurance report, or assessor official record.</li> <li><input type="checkbox"/> Documentation of ALL owners' consent.</li> <li><input type="checkbox"/> Property appraisal (if available, if not then provide it with the loan closing package).</li> <li><input type="checkbox"/> Copies of all current liens/mortgages.</li> <li><input type="checkbox"/> Project construction budget highlighting which qualifying improvements, and their associated costs, are eligible for C-PACER financing.</li> <li><input type="checkbox"/> Capital Provider commitment letter and Certificate of Capital Provider Qualification.</li> </ul>	<p>NH BFA</p>
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	<ul style="list-style-type: none"> <li><input type="checkbox"/> NH SoS – Business existence and status verification.</li> <li><input type="checkbox"/> If a commercial project, provide the number of full-time equivalent employees currently at the business, as well as the number of jobs expected to be created within 2 years of the closing (if the property owner is a special purpose entity, such as a real estate holding company, these counts pertain to the related operating entity).  If a residential project, provide the number of units in the subject property.</li> </ul>	
	Signed Financing Agreement with Capital Provider	NH BFA
	Certificate of Eligible Improvements signed by engineer and/or other qualified professional	NH BFA
	<p>Sign the following with the local governmental entity:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assessment Agreement with local governmental entity</li> <li><input type="checkbox"/> Notice of Assessment &amp; Lien and Request for Consent from Mortgage/Lienholders</li> <li><input type="checkbox"/> Assignment of Notice of Assessment &amp; Lien to Capital Provider</li> </ul>	<p>Town, City, Village District, or County (for unincorporated places)</p> <p>NH BFA</p>
	<p>Mortgage/Lienholder Consent(s) (“Consent and Acknowledgement to C-PACER and Lien by Lien Holder or Other Obligation Holder”)</p> <ul style="list-style-type: none"> <li>• For all existing mortgages and liens on the property, need signed Consents from the mortgage and lien holders</li> </ul>	NH BFA

**Once Improvements are Installed and Operating:**

<b>Date Completed/ Submitted:</b>	<b>Document/Task</b>	<b>Submit to:</b>
	Certificate of Completion	NH BFA

**Once C-PACER Assessment is Paid in Full:**

<b>Date Completed/ Submitted:</b>	<b>Document/Task</b>	<b>Submit to:</b>
	Certification of Full Payment of C-PACER lien	<p>Obtain proof of full payment from Capital Provider and provide to the Town, City, Village District, or County (for unincorporated places)</p> <p>Town, City, Village District, or County (for unincorporated places) will provide the Certificate of Full Payment to you</p> <p>You provide the Certificate to NH BFA and to your Capital Provider</p>
	Discharge of Lien and Termination of Assessment	<p>Capital Provider will issue a Discharge</p> <p>It is your responsibility to promptly record the Discharge at the Registry of Deeds in the County where the Property is located</p>