

The Property Accessed Clean Energy (PACE) Revolving Loan Fund (RLF) provides financing for the installation of energy efficiency and conservation improvements that are permanently fixed to eligible properties (“Improvements”). Commercial and agri-business properties are eligible to apply. Solar and wind are included as a qualified improvement.

## PACE Application Checklist

### PLEASE INCLUDE THE FOLLOWING:

- Completed PACE Application.
- Copy of the most recent property tax statement.
- Documentation that the property owner is current on property taxes.
- Documentation that the property title is vested in the applicant’s name, without federal or state income tax liens, judgment liens, or similar involuntary liens on the property. A template affidavit is available upon request.
- Property description from the Abstract.
- Documentation that the property owner is current on mortgage(s). A letter from the mortgage lender can be submitted in lieu of a current statement.
- Energy Audit and/or renewable energy system feasibility study performed by an approved Rural Minnesota Energy Board (RMEB) PACE energy auditor. The audit must include a summary of recommendations with the following information for each recommendation, if applicable: Existing MMBTU usage, proposed MMBTU usage, MMBTU savings, existing kWh, proposed kWh, kWh savings, existing kW, proposed kW, kW savings, annual savings (\$), cost, payback years, expected life cycle (years), and percent of savings. The project must have a Savings to Investment Ratio greater than 1:1; expected energy savings should exceed investment costs.
- Cost estimates for project from licensed contractor(s). The estimate(s) must include number of labor hours. The contractor’s(s) cost estimate(s) must document how it is meeting the technical specifications proposed in the energy audit. Any change orders must be submitted to the SRDC. Davis Bacon applies to contractor rates and benefits in cost estimate. To find the wage rate based on state, county, and construction type, visit [beta.sam.gov/](http://beta.sam.gov/).
- Electronic photos of all sides of the building(s) emailed to [robin@swrdc.org](mailto:robin@swrdc.org).

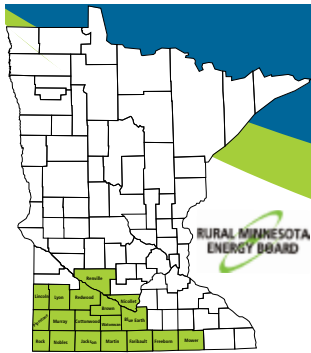
Please submit all information to Robin Weis via email at [robin@swrdc.org](mailto:robin@swrdc.org) or via mail:

**Southwest Regional Development Commission**  
2401 Broadway Ave, Suite 1  
Slayton, MN 56172



Administered By:  
Southwest Regional Development Commission  
2401 Broadway Ave, Suite 1, Slayton, MN 56172  
507-836-1638 | [robin@swrdc.org](mailto:robin@swrdc.org) | [www.swrdc.org](http://www.swrdc.org)

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The Property Accessed Clean Energy (PACE) Revolving Loan Fund (RLF) provides financing for the installation of energy efficiency and conservation improvements that are permanently fixed to eligible properties (“Improvements”). Improvements can be new (limitations apply), renovation or retrofitting. Solar and wind are included as qualified improvements. The undersigned applicant(s) hereby submits the following application for financing and petition for special assessments in accordance with Minnesota Statutes Sections 216C.435 to 216C.437, Rural Minnesota Energy Board (RMEB) PACE RLF and Southwest Regional Development Commission (SRDC).

Please submit all information to Robin Weis via email at [robin@swrdc.org](mailto:robin@swrdc.org) or via mail:

**Southwest Regional Development Commission**  
2401 Broadway Ave, Suite 1  
Slayton, MN 56172

## Section I: Eligibility Requirements

- Property classified as multi-family residential dwelling, commercial, industrial, or agri-business.
- Applicant(s) is/are legal owner of the property described in the Application (the “Property”).
- Property is developed or located within RMEB member counties.
- Property Owner is current on all mortgage(s). Property Owner is not in bankruptcy and the property is not an asset in a bankruptcy proceeding.
- There are no federal or state income tax liens, judgment liens, or similar involuntary liens on the Property.
- Requested Financing Amount does not exceed the greater of 1) 20 percent of the Property Market Value or 2) 20 percent of appraised value or the actual cost of installing the energy improvements, including the cost of necessary equipment, materials, and labor, the costs of energy audit or renewable energy feasibility study, and the cost of verification of installation, less the value of expected rebates. The maximum financing amount is \$100,000. The minimum financing amount is \$5,000.
- Term of financing requested does not exceed the weighted average of the useful life of the Improvements. The maximum financing term is 20 years.
- Applicant(s) has/have obtained an energy audit/assessment or renewable energy system feasibility study on the Property. Please call if you need assistance locating a Certified Energy Manager (CEM) or Certified Energy Auditor (CEA).

Official Use: Received On: \_\_\_\_\_ By: \_\_\_\_\_

**Section 2: Applicant Information**

PROPERTY OWNER(S) LEGAL NAME(S) AS THEY APPEAR ON PROPERTY TAX RECORDS		
OWNER 1	LAST 4 DIGITS OF SSN OR TIN XXX-XX-	LIST ALL PARCEL #S OWNED BY APPLICANT
OWNER 2	LAST 4 DIGITS OF SSN OR TIN XXX-XX-	LIST ALL PARCEL #S OWNED BY APPLICANT
OWNER 3	LAST 4 DIGITS OF SSN OR TIN XXX-XX-	LIST ALL PARCEL #S OWNED BY APPLICANT
OWNER 4	LAST 4 DIGITS OF SSN OR TIN XXX-XX-	LIST ALL PARCEL #S OWNED BY APPLICANT

PROPERTY OWNER(S) TYPE (Check all that apply)	
<input type="checkbox"/> Individual(s)/Joint Tenants/Common Property (Not in Trust)	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Corporation <input type="checkbox"/> Trust/Trustees/Living Trust <input type="checkbox"/> Corporation	<input type="checkbox"/> Other: (Please Specify)

PROPERTY OWNER CONTACT INFORMATION		
NAME	EMAIL ADDRESS	DAYTIME PHONE #

PHYSICAL PROPERTY ADDRESS (Site of improvement)			
STREET	CITY	STATE	ZIP
Total Square Feet:			

MAILING ADDRESS (If different)			
STREET	CITY	STATE	ZIP

CHECK THE ONE THAT APPLIES TO THIS PACE PROJECT	
<input type="checkbox"/> Multi-Family Residential Dwelling	<input type="checkbox"/> Commercial Property
<input type="checkbox"/> Agri-Business Property	<input type="checkbox"/> Industrial Property

**Section 3: Proposed Improvement Project (Attach additional page(s) if necessary)**

DESCRIPTION OF IMPROVEMENT (ATTACH DESCRIPTION IF NECESSARY)			
TRACK FOR PARTICIPATION (CHECK ONE)		Number of New/Retained Jobs as a Result of this Project: _____	
<input type="checkbox"/> Solar/Wind	<input type="checkbox"/> Energy Efficiency		
PROPOSED IMPROVEMENT COST	(-) LESS REBATE	(+) ESTIMATED PERMIT FEE	(=) NET PROPOSED IMPROVEMENT COST
\$	\$	\$	\$
NAME OF CONTRACTOR(S)		ADDRESS OF CONTRACTOR(S)	
<b>Attach evidence of energy audit or renewable energy feasibility study.</b>			

**Section 4: Request for Financing**

- A. Construction contract(s) (bid price for cost of materials and labor less any applicable rebates), excluding permit fees (attach copy): \$
- B. Costs of energy audit or feasibility study: \$
- C. Professional services (appraisal, drafting, engineering, project management and/or plan preparation costs): \$
- D.  Permit Fee  Permit included in Bid \$

<b>Total Requested Financing Amount: \$</b>
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**Section 5: Petition for Assessment**

I (we) hereby acknowledge that we will be obligated to pay the assessments when due. The assessment and the interest and any penalties thereon will constitute a lien against the Property until they are paid, even if I(we) sell the Property to another person. I(we) understand that assessment installments together with the interest on the assessment will be collected on my/our property tax bill in the same manner and at the same time as property taxes and will be subject to the same penalties, remedies, and lien priorities as for property taxes in the event of delinquency, including foreclosure. I(we) waive any and all procedural and substantive objections to the installation of the improvements and the special assessments, including but not limited to hearing requirements and any claim that the assessment exceeds the benefit to the Property. I(we) waive any appeal rights otherwise available pursuant to M.S.A. § 429.081.

**REQUESTED ASSESSMENT REPAYMENT PERIOD**

5 Years    10 Years    15 Years    20 Years   The minimum amount for a PACE RLF Assessment is \$5,000. The length of the term will be discussed with the applicant. The maximum term is 20 years.

**Section 6: Current Mortgage Financing (Attach copy of Mortgage Statement)**

NAME OF MORTGAGE LENDER	ADDRESS OF MORTGAGE LENDER	OUTSTANDING PRINCIPLE BALANCE
		\$

**Section 7: Declarations**

By signing this Application, the undersigned hereby declares under penalty of perjury under the laws of the State of Minnesota all of the following:

1. I(we) am(are) current owner(s) of record of the property described herein (the "Property").
2. The Property is not currently involved in a bankruptcy proceeding.
3. I(we) are current on any mortgage or other loan secured by the Property.
4. I(we) and the Property meet the eligibility requirements listed in Section 1.
5. That (i.) the information provided in this Application is true and correct as of the date set forth opposite my/our signature(s) on this Application and (ii.) that I/we understand that any intentional or negligent misrepresentation(s) of the information contained in this Application may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both and liability for monetary damages to the Rural Minnesota Energy Board (RMEB) or Southwest Minnesota Regional Development Commission (SRDC), its agents, successors and assigns, insurers and any other person who may suffer any loss due to reliance upon any misrepresentation which I/we have made in this Application.
6. I(we) agree that the selection of any product(s), equipment, and measures referenced in this Application (the "Improvements"), the selection of any manufacturer(s), dealer(s) supplier(s), contractor(s) and installer(s), and the decision regarding the purchase, installation and ownership/maintenance of the Improvements is(are) my(our) sole responsibility and that I(we) have not relied upon any representations or recommendations of the RMEB / SRDC, its agents, representatives, assignees, or employees, in making such selection or decision, and that my manufacturer, dealer, supplier, contractor or installer of the Improvements is not an agent, employee, assignee or representative of the RMEB / SRDC.
7. I(we) understand that the RMEB / SRDC makes no warranty, whether express or implied, with respect to the choice, use or application of the Improvements, including without limitation, the implied warranties of merchantability and fitness for any particular purpose, use or application of the Improvements. I(we) agree that the RMEB / SRDC has no liability whatsoever concerning (i) the quality or safety of any Improvements, including their fitness for any purpose, (ii) the estimated energy savings produced by or performance of the Improvements, (iii) the workmanship of any third parties, (iv) the installation or use of the Improvements including, but not limited to, any effect on indoor pollutants, or (iv) any other matter with respect to the PACE Program.

Date:

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
PRINT NAME

## ATTACHMENT 1

There are typically rebates for the energy audit and/or energy improvements. If you would like assistance in locating information about rebates that may be available to you, please provide the following:

Energy Provider:

Natural Gas Provider:

LP Provider:

Other Energy Provider:

Rebate programs and/or other energy efficiency programs may be used in conjunction with PACE as can other programs such as the USDA Rural Energy for America Program (<https://www.rd.usda.gov/programs-services/rural-energy-america-program-renewable-energy-systems-energy-efficiency>).

