



# JUSTIN BIGGS

## KNOX COUNTY TRUSTEE

400 West Main St, Suite 427,  
Knoxville, TN 37902

### C-PACER PROJECT APPLICATION CHECKLIST

| APPLICATION INFORMATION    | APPLICANT-PROVIDED INFORMATION   | ACCEPTED DOCUMENTATION   | VERIFIED / NOTES |
|----------------------------|--|--|------------------|
| <b>PROPERTY ADDRESS</b>    |  | DEED<br><br>TITLE INSURANCE REPORT<br><br>ASSESSOR OFFICIAL RECORD<br>This address must be within Knox County.   |                  |
| <b>PROPERTY OWNER</b>      | Legal name(s) of Owner(s)<br>(LIST ALL):<br><br>Name of contact person:<br><br>Phone number:<br><br>Email Address:   | DEED<br><br>TITLE INSURANCE REPORT:<br>All names must match exactly what is on the Title Insurance Report and Assessor Official Record.<br><br>If the names are different:<br>Certified copy of personal/corporate name change;<br><br>Certified copy of merger/sale document reflecting name change;<br><br>Certified copy of Power of Attorney   |                  |
| <b>QUALIFYING PROPERTY</b> | is this Property:<br><br><input type="checkbox"/> commercial<br><br><input type="checkbox"/> agricultural<br><br><input type="checkbox"/> industrial   | ASSESSOR / TREASURER OFFICIAL RECORDS<br><br>APPRAISAL<br><br>ZONING REPORT<br><br>GROUND LEASE (if applicable)  |                  |
| <b>QUALIFYING OWNER</b>    | Is property owned by a<br><br><input type="checkbox"/> limited liability company<br><br><input type="checkbox"/> general or limited partnership<br><br><input type="checkbox"/> corporation<br><br><input type="checkbox"/> individual/Sole proprietorship<br><br><input type="checkbox"/> trust | 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 Tennessee, a certificate of registration to conduct business in Tennessee as a foreign entity.<br><br>If a trust, a copy of the trust agreement or a trustees' certificate.<br><br>If an individual, a copy of a valid driver's license.<br><br>If the application is to be signed by a party other than the applicant, then, in addition to the foregoing, a power of attorney or corporate resolution authorizing said party. |                  |



**JUSTIN BIGGS**  
**KNOX COUNTY TRUSTEE**

400 West Main St, Suite 427,  
 Knoxville, TN 37902

**C-PACER PROJECT APPLICATION CHECKLIST**

| APPLICATION INFORMATION   | APPLICANT-PROVIDED INFORMATION  | ACCEPTED DOCUMENTATION  | VERIFIED / NOTES |
|---|---|---|------------------|
| <b>CAPITAL PROVIDER</b>   | Legal Name:<br><br>Name of contact person:<br><br>Phone number:<br><br>Email address:   |   |                  |
| <b>QUALIFYING IMPROVEMENT CERTIFICATION</b><br><br><b>Existing Building</b> | The improvement sought are (check all that apply):<br><input type="checkbox"/> Energy efficient<br><input type="checkbox"/> Water efficient<br><input type="checkbox"/> Renewable Energy<br><input type="checkbox"/> Lead Reduction, water<br><br>If Resiliency, specify type:<br><input type="checkbox"/> flood mitigation<br><input type="checkbox"/> stormwater management<br><input type="checkbox"/> other (please specify in an attachment)<br><br>The improvements sought are for:<br><input type="checkbox"/> existing building<br><input type="checkbox"/> new construction<br><br>Attach description of improvements and certifications for improvements sought, including documentation of the appropriate license/qualifications required by the Guidebook. | Original and copy of:<br><br>Energy, Water & Resilience Compliance Certificate that is complete, signed, with accompanying documentation.                             |                  |
| <b>QUALIFYING IMPROVEMENT CERTIFICATION</b><br><br><b>New Construction</b>  | The improvement sought are (check all that apply):<br><input type="checkbox"/> Energy efficient<br><input type="checkbox"/> Water efficient<br><input type="checkbox"/> Renewable Energy<br><input type="checkbox"/> Lead Reduction, water<br><br>If Resiliency, specify type:<br><input type="checkbox"/> flood mitigation<br><input type="checkbox"/> stormwater management<br><input type="checkbox"/> other (please specify in an attachment)<br><br>The improvements sought are for:<br><input type="checkbox"/> existing building<br><input type="checkbox"/> new construction<br><br>Attach description of improvements and certifications for improvements sought, including documentation of the appropriate license/qualifications required by the Guidebook. | Original and copy of:<br><br>Energy, Water & Resilience Compliance Certificate that is complete, signed, with accompanying documentation required by the Certificate. |                  |



**JUSTIN BIGGS**  
**KNOX COUNTY TRUSTEE**

400 West Main St, Suite 427,  
 Knoxville, TN 37902

**C-PACER PROJECT APPLICATION CHECKLIST**

| <b>APPLICATION INFORMATION</b>   | <b>APPLICANT-PROVIDED INFORMATION</b>  | <b>ACCEPTED DOCUMENTATION</b>   | <b>VERIFIED / NOTES</b> |
|--|--|---|-------------------------|
| <b>ECONOMIC BENEFIT CERTIFICATION</b>                                  | The economic benefits of the proposed Qualified Improvements exceed the costs of the proposed assessment.  | Original and copy of:<br>Economic Benefits Compliance Certificate that is complete and signed.  |                         |
| <b>LIENHOLDER CONSENT</b>  | CONSENT(s)<br><input type="checkbox"/> attached<br><input type="checkbox"/> delivered at close   | Applicant should submit the Lienholder Consent Form (must be substantially the same as the Model form) <ul style="list-style-type: none"> <li>The form must be signed and notarized in appropriate places.</li> </ul> Cross-check list of Lienholders from Title Report with Written Consents provided by Capital Provider. |                         |
| <b>FINANCING AGREEMENT BETWEEN PROPERTY OWNER AND CAPITAL PROVIDER</b> | Original and copy of:<br><br>The Financing Agreement entered into between the Property Owner and Capital Provider for the Qualifying Project and/or Improvement. |   |                         |

**IF CONSENT WILL BE EXECUTED AT CLOSING, CONDITIONAL APPROVAL IS GIVEN.**

IF CONSENTS ARE DELIVERED AT CLOSING, THE APPLICANT MUST HOLD COUNTY-EXECUTED CLOSING DOCUMENTS IN ESCROW UNTIL CONSENTS ARE OBTAINED. AT THE DISCRETION OF THIS OFFICE, THIS APPLICATION MAY BE AMENDED AND RETURNED WITH COPIES OF CONSENTS ATTACHED.



**JUSTIN BIGGS**  
**KNOX COUNTY TRUSTEE**

400 West Main St, Suite 427,  
Knoxville, TN 37902

**C-PACER PROJECT APPLICATION CHECKLIST**

**BY SIGNATURE BELOW, THE APPLICANTS (THE PROPERTY OWNER AND CAPITAL PROVIDER) AFFIRM THAT THE INFORMATION AND DOCUMENTATION ARE TRUE AND CORRECT TO THE BEST OF THEIR ABILITY AND THAT THE APPLICANTS HAVE READ THE DISCLOSURES AND DISCLAIMERS ATTACHED TO THIS APPLICATION AND UNDERSTAND THE RISKS OF PARTICIPATING IN THE C-PACER PROGRAM; PURSUANT TO THE COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY AND RESILIENCE ACT TENN. CODE ANN. § 68-205-101, THAT THE APPLICANTS AFFIRM THAT NEITHER THE COUNTY, ITS GOVERNING BODY, EXECUTIVES, NOR EMPLOYEES ARE PERSONALLY LIABLE AS A RESULT OF EXERCISING ANY RIGHTS OR RESPONSIBILITIES GRANTED UNDER THIS PROGRAM.**

**APPLICATION FORM SIGNED AND DATED** \_\_\_\_\_

ON BEHALF OF PROPERTY OWNER:  
NAME & TITLE: \_\_\_\_\_

ON BEHALF OF CAPITAL PROVIDER: \_\_\_\_\_  
NAME AND TITLE: \_\_\_\_\_

---

**TO BE COMPLETED BY AUTHORIZED COUNTY OFFICIAL**

APPLICATION: \_\_\_\_\_ APPROVED \_\_\_\_\_ CONDITIONALLY APPROVED \_\_\_\_\_ DENIED

ON BEHALF OF COUNTY: \_\_\_\_\_  
NAME AND TITLE: \_\_\_\_\_



**JUSTIN BIGGS**  
**KNOX COUNTY TRUSTEE**

400 West Main St, Suite 427,  
Knoxville, TN 37902

**C-PACER PROJECT APPLICATION CHECKLIST**

DISCLOSURES & DISCLAIMERS (IF NEEDED)