

* KNOW THE SOLAR. PROTECT YOUR CLIENT. CLOSE THE DEAL. *



SELLER'S AGENT GUIDE

LISTING A HOME WITH SOLAR

PRE-LISTING CHECKLIST

- 1 Identify System Type**
Ask seller: Is solar **owned** (loan/paid off), **leased/PPA**, or financed via a **GEMS loan** (HGIA)?
- 2 Pull the HELCO Bill**
Confirm the rate program: **NEM (GOLD!)** **SMART EXPORT** **SELF-SUPPLY**
- 3 Search for UCC Liens at the BOC**
What: A UCC-1 is a lien filed by a solar company on the panels (personal property), not the house. It can block a sale if not cleared.
How: Order a title search or search online at the **Hawaii Bureau of Conveyances (BOC)** website. Find it early!
- 4 Gather the "Solar File"**
Install agreement · HELCO interconnection agreement · Panel & inverter warranties · Loan/lease/GEMS docs
- 5 Order a Pre-Listing Solar Inspection** ★
Top Notch provides a **Performance Rating**, **Annual Savings estimate**, and equipment life report. Your #1 marketing tool!

MARKETING & SHOWING STRATEGY



The Counter Strategy — Your Competitive Edge

Print the Top Notch Solar Inspection Report and leave it on the kitchen counter. Let buyers see the **98.7% rating** and **\$2,002/year savings**. Reports on counters generate offers.

- Highlight NEM Status in MLS**
Grandfathered NEM = near-zero HELCO bill. Rare and extremely valuable. Buyers will pay a premium.
- Use Real Numbers in Your Listing**
Include annual savings, system size, and performance rating in the MLS description. Data builds trust and justifies price.

IN ESCROW — CRITICAL STEPS

- A Notify Lender / Leasing Co. / HGIA Immediately**
Start the assumption or payoff process. GEMS loan holders must notify HGIA before or at listing.
- B Provide Full "Solar File" to Buyer's Agent**
All documents listed above. Transparency prevents delays and protects everyone.
- C Confirm UCC-3 Termination Filed at BOC**
What: The solar company must file a UCC-3 to terminate their lien.
How: Verify this is recorded at the BOC before closing. Do not close without it!
- D Advise Seller: Do NOT Shut Off Power**
Shutting off electricity can break the HELCO interconnection agreement and destroy the buyer's ability to assume the NEM program.



BUYER'S AGENT GUIDE

REPRESENTING A BUYER ON A SOLAR HOME

DUE DILIGENCE CHECKLIST

- 1 Request the Full "Solar File" & HELCO Bill**
The HELCO bill confirms the rate program. Is it the high-value grandfathered **NEM?** This is the most important question you can ask.
- 2 Order an Independent Solar Inspection** ★
Verify current performance, real-world savings, and remaining equipment life. Don't trust old data — get the facts!
- 3 Understand the Ownership Type**
Owned (Paid Off): Cleanest — verify no UCC lien. **Loan:** Seller pays off or buyer assumes. **Lease/PPA:** Buyer must pass credit check. **GEMS Loan:** Assumable or paid off at closing.
- 4 Confirm UCC Lien is Cleared at BOC**
Verify a **UCC-3 Termination** is recorded at the Bureau of Conveyances before closing. Never close with an open lien!
- 5 Negotiate Equipment Age**
Inverter near end-of-life? (~\$2,000 replacement cost). Request a credit or replacement before close.

KNOW THE HELCO RATE PROGRAMS

PROGRAM	STATUS	VALUE TO BUYER
NEM (Net Energy Metering)	GRANDFATHERED	Near-zero electric bill. Extremely rare. Pay a premium!
Smart Export / CGS+	CURRENT	Good savings at lower credit rate than NEM.
Self-Supply	CURRENT	No grid export. Uses solar directly during the day. Battery optional for nighttime use.

CRITICAL HAWAII-SPECIFIC WARNINGS



NEVER Let Your Buyer Shut Off the Power!

To preserve a grandfathered NEM agreement, the buyer **MUST transfer** the existing HELCO service — not start a new account. Starting new service means **LOSING NEM STATUS FOREVER**. This is an irreversible, major financial loss.



Leased Solar = Credit Check Required

If the system is leased (e.g., Sunrun), the buyer must be approved by the leasing company. Start this process early — it can take weeks and may delay closing.

CLOSING PROCESS — HELCO TRANSFER STEPS

- 1 Submit CIT Amendment** **What:** The official request to HELCO to transfer the solar agreement to the new owner.
How: Submit via HELCO's online **Customer Interconnection Tool (CIT)**. Can be done at closing.
- 2 Required Docs for CIT:** Signed/recorded deed · Certificate of Insurance · Lease transfer or buyout agreement (if applicable)
- 3 Confirm UCC-3 Filed at BOC** — Verify lien is cleared before funding.
- 4 Transfer Monitoring Access** — Seller transfers app login (SolarEdge, Enphase, etc.) to buyer.
- 5 Connect to WiFi & Verify** — Buyer connects monitoring system and confirms production data is visible.

* KNOW THE TYPE. KNOW THE STEPS. PROTECT YOUR CLIENT. *

WHAT TYPE OF SOLAR IS ON THIS HOME?

EACH OWNERSHIP TYPE HAS DIFFERENT STEPS FOR BUYERS AND SELLERS — KNOW BEFORE YOU LIST OR OFFER

OWNERSHIP TYPE	🏠 SELLER'S AGENT — KEY ACTIONS	🔑 BUYER'S AGENT — KEY ACTIONS
<p>OWNED (PAID OFF)</p> <p>Cleanest scenario. Panels belong to the homeowner free & clear.</p>	<ul style="list-style-type: none"> ✓ Confirm Paid Off: Ask seller for payoff letter or confirmation from installer. ✓ Gather Docs: Original install agreement, panel & inverter warranties, and HELCO interconnection agreement. ✓ Market It Boldly: Highlight "Fully Owned Solar" in MLS. Buyers love it — no monthly payments, full value transfer. ✓ Pre-Listing Inspection: Order a Top Notch Solar Inspection to document performance and savings for buyers. 	<ul style="list-style-type: none"> ✓ Verify No Liens: Confirm no UCC-1 Fixture Filing at the BOC. Even paid-off systems can have old liens. ✓ Order Inspection: Verify current performance, savings, and remaining equipment life independently. ✓ HELCO Transfer: New owner submits a CIT Amendment to transfer the interconnection agreement. ✓ Confirm Rate Program: Is it grandfathered NEM? If so, ensure service is transferred — never shut off!
<p>SOLAR LOAN</p> <p>Panels owned by homeowner but financed. Lien filed at BOC.</p>	<ul style="list-style-type: none"> ✓ Contact Lender Early: Seller contacts loan provider (e.g., Mosaic, Sunlight) to get payoff amount and process. ⚠️ UCC-1 Lien at BOC: Loan is secured by a lien on the panels. Must be cleared before closing! ✓ Coordinate Payoff: Work with escrow to pay off loan at closing and confirm UCC-3 Termination is filed at the BOC. 	<ul style="list-style-type: none"> ✓ Assumption or Payoff?: Can buyer assume the loan? Check rate and terms. Most often, seller pays off at closing. ⚠️ Verify UCC-3 Filed: Do NOT close without confirming the lien termination is recorded at the Bureau of Conveyances. ✓ Credit Check if Assuming: Buyer must qualify with the solar lender if assuming the loan.
<p>LEASE / PPA</p> <p>Panels owned by solar company. Homeowner pays monthly. UCC-1 lien filed.</p>	<ul style="list-style-type: none"> ✓ Contact Leasing Co. Immediately: Initiate the lease transfer with the solar company (e.g., Sunrun, SunPower). This takes time! ⚠️ UCC-1 Lien at BOC: The lease is secured by a fixture filing. Confirm transfer or termination at closing. ✓ Provide Full Lease Docs: Give buyer's agent the complete lease agreement including monthly payment, escalator rate, and term end date. 	<ul style="list-style-type: none"> ⚠️ Credit Check is Mandatory & Takes Weeks: Buyer MUST be approved by the leasing company. Start Day 1 of escrow — delays are common! ✓ Review the Lease: Check monthly payment, annual escalator (rate increase %), term length, and buyout option. ✓ Separate from HELCO: The lease transfer process is handled with the solar company, separate from the HELCO CIT amendment.
<p>GEMS LOAN</p> <p>Hawaii Green Infrastructure Authority (HGIA) on-bill financing. Unique to Hawaii.</p>	<ul style="list-style-type: none"> ✓ Notify HGIA Before Listing: Seller must contact the Hawaii Green Infrastructure Authority (HGIA) to begin the transfer process. ✓ Disclose Clearly: The GEMS loan appears as a line item on the HELCO bill. Disclose the remaining balance, rate, and term to the buyer upfront. ✓ Not a Standard Loan: It's a tariff on the utility bill — it transfers automatically with the property. 	<ul style="list-style-type: none"> ✓ Assumption is Automatic: No credit check required. Buyer assumes the on-bill payments as part of taking over the HELCO account. ✓ Review the HELCO Bill: Check the remaining GEMS balance, monthly payment amount, interest rate, and payoff date. ✓ Factor into Offer: The remaining GEMS balance is a financial obligation. Negotiate accordingly or request seller payoff.