

To Whom it May Concern:

Thank you for contacting Dividend Finance and congratulations on the sale of your home! The following items are needed to ensure a smooth transfer of ownership.

Please provide **all** the following documents listed under “Buyer To-Do’s” to proceed with the pre-qualification process.

## Buyer To-Do’s

- ✓ **Complete Application** – a copy is attached to this email or can be downloaded using the link in my signature.
- ✓ **Proof of Income**  
Bank Statement (no older than 30 days) to verify depository transaction, **AND**
  - Wage earner – Two most recent paystubs
  - Self-employed – Most recent tax return including all schedules and page 2 of 1040 signed **Proof**
- ✓ **of Mortgage** for the new home purchase; this would be within the Loan Estimate provided by your new lender.
- ✓ Send all to [loanretention@dividendfinance.com](mailto:loanretention@dividendfinance.com) – Please reference Address for Property on Email, allow up to 5-7 business day for processing and approval/denial notification.

## Owner To-Do’s

- ✓ Incentive Investment payment must be made before the final transfer of the home. If it has not yet been paid, please call us at 844-805-7100 to set up payment, or if it will be paid out of escrow. See section “Prepayment and Loan Transfer” bullet point 4.b in original contract.
- ✓ If paying out of escrow from seller proceeds, please provide escrow departments information so we can have the Incentive Investment payment added to your closing statement.
- ✓ All Assumptions are subject to a **\$800 Assumption and Transfer fee**, which must be paid at closing and verified to be added to the closing statement before sending out assumption documentation.

**Loan Assumption process will begin once all the above “Buyer To-Dos” are received.**

Please review the attached home sale guide for more information.

Once borrowers have been pre-qualified and all necessary documents received, we will send an assumption agreement to all parties within 1-2 business days. Please note, the seller will be responsible for payments due within 15 days of closing.

# SELLING YOUR HOME? LOAN TRANSITION GUIDE

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Moving is a headache. Dealing with your Solar Loan shouldn't be.

Dividend offers two options if you sell or transfer your home before your Loan is paid off.

- ✓ Pay off the remaining balance of your Loan in conjunction with the sale of your home
  - ✓ If the buyer qualifies, transfer your Loan to the buyer of your home
- 

## 1. First Option: Pay Remaining Balance of Loan

Many homeowners who sell their home opt to pay off the balance of their Loan in conjunction with the sale of their home. If you choose to pay off the remaining balance, the Loan must be paid in full **when your home is sold**. Since Dividend has no pre-payment penalties, this is a great way to take care of your Loan before you move to your new home. To pay off your Loan, head over to the Dividend Payment Portal to make a one-time payment or give us a call at (844) 805-7100 to speak with our Customer Service Department.

## 2. Second Option: Transfer Your Loan to the Buyer of Your Home

If the incoming buyer of your home would like to assume your Loan, they will need to contact the Dividend Finance Loan Retention Team to qualify for the Dividend Solar Loan **before the transfer of your home**. The buyer of your home can do this by reaching out to a Retention Specialist at (844) 805-7100. Do not delay on starting the application process, as it can cause delays in the sale of your home.

If the buyer qualifies for the Loan, we will send a Loan Assumption Agreement via Docusign for both you and the incoming buyer to sign electronically. Once this document has been signed by both parties and accepted by Dividend, the Loan will be transferred to the incoming buyer once the sale of the home has closed.

**\*\*NOTE: Dividend requires payment of the full value of the tax credit for the Incentive Investment payment before we can transfer the Loan to the buyer. We will work with all parties involved to ensure a smooth and timely transition on the sale of your home. Also, certain recording or filing fees may apply.**

Review the attached Frequently Asked Questions for more Information on paying off or transferring your Dividend Loan.

If you have any questions, please do not hesitate to call Dividend Finance Customer Service Team at (844) 805-7100.

# LOAN ASSUMPTIONS: FREQUENTLY ASKED QUESTIONS

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## 1. I just listed my home for sale, what's next?

Dividend routinely monitors properties listed for sale. When listing your home, please download this packet and review it thoroughly with your real estate agent or other lending professional. For questions in regards to the loan assumption process or requirements, please contact the Dividend Finance Customer Service Department at (844) 805-7100 to speak with a Retention Specialist.

## 2. I'm buying a property with solar panels financed through Dividend. What should I do next?

All incoming buyers must complete a Dividend Finance loan application and provide proof of income. Upon approval of your application, you will receive an email confirming approval of your application as well as the Loan Assumption Agreement. Please note, we do not process the transfer of the loan until after the sale is closed, however you may need to send it to your lender prior to closing. Also, in connection with any Loan assumption, the full value of the Incentive Investment must be paid. Please do not delay in completing the transfer process. For questions regarding the loan assumption process or requirements, please contact the Dividend Finance Customer Service Department at (844) 805-7100 to speak with a Retention Specialist.

## 3. What are the requirements to assume a Dividend Finance Loan?

Homeowners assuming Dividend Finance loans will need to meet Dividend's requirements for lending, subject to credit approval. All buyers will need to provide dividend with proof of income upon acceptance of the buyer's application. It's important to note that underwriting requirements and terms can change, so be sure to contact us for the most current information.

Dividend conducts most business electronically via email. All buyers will need to provide a valid email address where they can send and receive electronic correspondence.

## 4. Can I pay off my Dividend Finance loan or the full value of the tax credit for the Incentive Investment Payment as part of closing?

Dividend is happy to work with title or escrow agents and lenders in the processing of payments. It is possible to have the full value of the tax credit for the Incentive payment or Loan Payoff added as a closing cost in escrow, keeping your out-of-pocket costs to a minimum. Prior to releasing information, we will require proof the borrower has authorized the release of information to a third party. For your convenience, a third-party authorization form is attached to this guide.

## 5. Do you have to run my credit in order to do the application?

Dividend Finance will run a soft initial inquiry at the time the buyer's application is received. At this time, we cannot accept a credit profile from another lending agency when completing the Loan assumption application. After the sale of the home is closed and the Loan is transferred to the buyer's name, we will perform a hard inquiry within 30 days.

**6. Can I get different financing terms (loan amount, Interest rate, maturity date) If I assume a Dividend Finance Loan?**

Dividend Finance will retain the original lending terms of the Loan when the Loan is assumed by a new buyer. It is important to understand the contract terms as listed in the original Solar Loan and Security Agreement. By agreeing to assume the Dividend Finance Loan, you are agreeing to the same borrower obligations as set forth in the Loan. Should you have questions regarding the loan terms, please contact the Dividend Finance Customer Care Department at (844) 805-7100 to speak with a Retention Specialist.

**7. My spouse and I are purchasing a home together, do we both need to be on the Dividend Finance Loan?**

In most instances the Dividend Finance Loan is only required to be in the name of 1 legal title owner. The name of the applicant assuming the Dividend Finance loan must match the name of the buyer of the home. Please note that our underwriting requirements and terms may change, so be sure to contact us for the most current information.

**8. What happens when the Loan is paid off?**

Homeowners financing with Dividend maintain ownership of the solar panel system, subject to the lien that Dividend has filed on the system. When the Loan is paid in full, the solar panels are then owned free and clear and Dividend will remove any recorded lien against the solar panels with the appropriate jurisdiction. Should you have any questions regarding paying off the solar Loan, please contact the Dividend Finance Customer Care Department at (844) 805-7100 to speak with a Retention Specialist.

**9. How can I ensure the warranty is transferred when I sell my home?**

Your warranty is serviced through the original solar installer or other third party and may not be transferrable to a new homeowner. We recommend contacting your individual installer for more information about transferring the warranty to a new homeowner.



# THIRD-PARTY BORROWER AUTHORIZATION FORM

Please fill out the form below to authorize Dividend Finance to release loan Information to a party of your choosing. Email the completed copy to [LoanRetention@DividendFinance.com](mailto:LoanRetention@DividendFinance.com).

**Dividend Finance Loan Number:** \_\_\_\_\_

**Dividend Customer Name (Current):**

\_\_\_\_\_  
Printed Name Phone Number Email Address

**Property Address:**

\_\_\_\_\_

**Third Party Information** (all applicable fields must be completed):

Name of Authorized Agency \_\_\_\_\_

Name of Authorized Persons \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Check this box to authorize Dividend Finance to release information to any parties associated with the sale of the property. This includes verified buyers, real estate agents, lenders and Title Companies.

I hereby authorize Dividend Solar Finance LLC to release of any Information requested by the aforementioned parties and their designees related to the sale / refinance/ closing of the property mentioned above. I understand this information includes but may not be limited to payoff statements, loan Information, payment history, account balances, etc.

\_\_\_\_\_  
Signature (Current Homeowner)

\_\_\_\_\_  
Date



# ASSUMPTION APPLICATION

To be completed by Property Buyer. Please send completed 2-page application to [LoanRetention@DividendFinance.com](mailto:LoanRetention@DividendFinance.com).

The information from this form will be used to submit an application through the Dividend Solar Finance (“Dividend”) platform. You and any co-applicant are applying for a loan or other financing transaction with Dividend and/or lenders that participate on the platform (“Lenders”). Information you provide will be used by Dividend and Lenders to review your financing application.

Co-Applicant information must be provided when: (i) income or assets of a person other than the Applicant (and Applicant’s spouse) will be used as a basis for financing qualification; or (ii) the Applicant lives in or the property pledged as collateral is located in a community property state.

Applicant Information				Co-Applicant Information					
Name				Name					
Social Security Number		Date of Birth (mm/dd/yyyy)		Social Security Number		Date of Birth (mm/dd/yyyy)			
Type of ID: <input type="checkbox"/> Driver’s License <input type="checkbox"/> State Issued ID <input type="checkbox"/> Passport <input type="checkbox"/> Other: _____				Type of ID: <input type="checkbox"/> Driver’s License <input type="checkbox"/> State Issued ID <input type="checkbox"/> Passport <input type="checkbox"/> Other: _____					
ID Number		State	Date Issued	Expiration Date	ID Number		State	Date Issued	Expiration Date
Current Address				Current Address					
Former Address (if at current address for less than two years)				Former Address (if at current address for less than two years)					
Email Address		Phone	Mobile Phone	Email Address		Phone	Mobile Phone		
Complete if applicant or property is in a community property state: <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (Single – Divorced – Widowed)				Complete if applicant or property is in a community property state: <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (Single – Divorced – Widowed)					
Employment/Income				Employment/Income					
Name and Address of Employer			<input type="checkbox"/> Self Employed	Name and Address of Employer			<input type="checkbox"/> Self Employed		
Position/Type of Business	Start Date	Business Phone		Position/Type of Business	Start Date	Business Phone			
<b>Notice:</b> Alimony, child support, or separate maintenance income need not be revealed if you do not choose to have it considered.				<b>Notice:</b> Alimony, child support, or separate maintenance income need not be revealed if you do not choose to have it considered.					
Employment Income \$ _____ Per _____		Other Income \$ _____ Per _____		Employment Income \$ _____ Per _____		Other Income \$ _____ Per _____			
<input type="checkbox"/> Net <input type="checkbox"/> Gross		Source: _____		<input type="checkbox"/> Net <input type="checkbox"/> Gross		Source: _____			
Previous Employer Name and Address (if employed at current employer for less than two years)				Previous Employer Name and Address (if employed at current employer for less than two years)					
Position/Type of Business	Dates (from – to)	Business Phone		Position/Type of Business	Dates (from – to)	Business Phone			
Name and Contact of Real Estate Agent				Name and Contact of Title Company					
Agent Name		Agent Phone		Agent Name		Agent Phone			
<b>Please see Disclosures and Signatures on Following Page</b>									

## Disclosures

THE FOLLOWING IS IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT: To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens a new account. What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

By submitting this application, you certify the following: (1) all of the statements contained in this application are true and correct and are made for the purposes of obtaining financing; and, (2) if more than one applicant is applying, each applicant intends to apply for joint credit and none is a co-signer (a "co-signer" is a person who agrees to be liable for the debt of another person without receiving the benefit of the loan, whereas a "co-applicant" is a person who intends to apply for joint credit and will receive the benefit of the loan). If there are any important changes in the information you provided, you will immediately update the information.

You authorize Dividend and Lenders participating on the platform to: (1) obtain a credit report on you for any legal purpose in connection with this loan application, including any account update, extension of credit, or review or collection of your loan; and, (2) notify installers, merchants or others involved in your transaction of the credit decision, and if approved, provide loan information, including, but not limited to, your approved credit limit, the repayment period for your loan, your approved APR, and account number. If you request, you will be informed whether a credit report was requested and, if so, the name and address of the consumer reporting agency that furnished this report. You also agree to provide additional financial information upon request.

By submitting this application, you expressly authorize the shared disclosure of loan related information, including but not limited to, your credit decision, proposed loan terms, and personal credit scores to any co-applicant, which will have the same effect as personal delivery to you. Also, if you provide an email address, we, and/or a Lender, installer or merchant, may use it to contact you about products, services, special offers and other promotions.

By providing your mobile number, you authorize us to contact you at that number using automated dialing technology or artificial or prerecorded voices for any purpose, including, but not limited to, to provide you with advertisements or telemarketing messages. You are not required to consent to this use as a condition of this loan application. You may revoke your consent at any time by contacting us at 844-805-7100 or via email to [homeowners@dividendfinance.com](mailto:homeowners@dividendfinance.com)

### **State Law Notices**

**California Residents:** If you are married, you may apply for a separate account.

**Ohio Residents:** The Ohio laws against discrimination require that all creditors make credit equally available to all credit worthy customers, and that credit reporting agencies maintain separate credit histories on each individual upon request. The Ohio civil rights commission administers compliance with this law.

**Wisconsin Residents:** No provision of any marital property agreement, unilateral statement under Section 766.59 of the Wisconsin statutes or court order under section 766.70 adversely affects the interest of Dividend or a Lender unless Dividend or the Lender, prior to the time credit is granted, is furnished a copy of the agreement, statement of decree or has actual knowledge of its terms before the obligation is incurred. If married, you understand that Dividend or your Lender must inform your spouse if a credit account is opened for you.

### **Applicant Signature**

X \_\_\_\_\_  
Applicant's Signature Date

### **Co-Applicant Signature**

X \_\_\_\_\_  
Co-Applicant's Signature Date

## ENROLL IN ACH TODAY!

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ACH stands for automated-clearing-house. It is payment method that facilitates payments straight from your bank account making it fast and easy for you to pay your bills on time. See all of the benefits of enrolling in ACH with Dividend Finance below.

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### BENEFITS OF ENROLLING IN ACH:



**Automatic Payments**  
save you time and money



**Never miss a payment and**  
avoid fees for late payments



**Customize your payments**  
on our secure portal



**Save your checks,**  
help the environment

If for any reason you want to switch back to check payments, we'd be happy to help!  
Want to learn more? Give us a call at the number below.

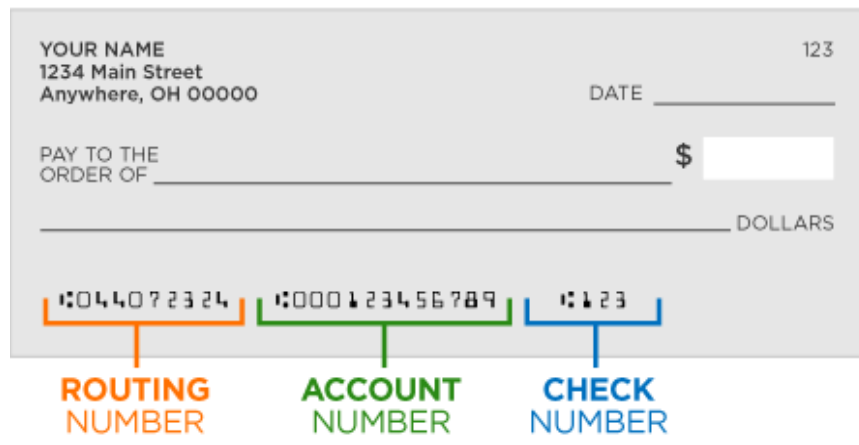


## ACH RECURRING PAYMENT AUTHORIZATION AND BANK ACCOUNT VERIFICATION

By entering your bank account information in the fields below, you are electing to make payments to your Dividend account via automatic payments. Automatic payments allow for your payment to be deducted straight from your bank account, so you don't have to worry about missing a payment.

Bank Account Information*	
Your Bank	Account Type (Checking / Savings)
Bank Routing Number	Bank Account Number

Your routing number and Account number can be found at the bottom of your check, as shown below:



**\*Test transaction:** once you have uploaded your bank account information, Dividend will post a small transaction (an amount less than \$1.00) to your bank to verify the account. You can log into the EmpowerPortal and verify the amount to finalize bank verification.

### Authorization for Automatic Payments

If your project (your "Loan") is funded, you hereby authorize us to automatically withdraw and transfer funds electronically from the Account to credit your Loan in the Transfer Amount described below (hereinafter "Transfer"). You understand that the Transfer and the Account will be subject to any applicable laws, rules, and regulations, including, but not limited to, any applicable operating rules of the National Automated Clearing House Association. You have checked the Account number, bank routing number and other information on this Authorization with extraordinary care and certify that the information provided is true and accurate and that no other party needs to authorize the Transfer. You understand this authorization may be assignable to any entity that holds your Loan.

# DIVIDEND

**Transfer Amount.** You understand and agree that each transfer of funds will be for one monthly payment amount plus fees, if any. This amount will be set forth in your final payment schedule provided to you once your Loan is closed and funded. You understand and agree that the monthly payment (the “Transfer Amount”) may differ from any of the previous transfers due to late charges, insufficient funds fees, unpaid fees, or any other amount required under the terms of your Loan. We will send you a monthly statement to inform you of the Transfer Amount.

**Transfer Date:** You understand and agree that the Transfer will occur on the payment due date under your Loan (“Transfer Date”), which we will provide to you once your installation is complete and your Loan funds. If the Transfer Date falls on a weekend or holiday, the Transfer will occur on the next business day following the weekend or holiday.

**Overdrafts:** You understand and agree to maintain the Account such that it contains adequate funds to cover the Transfer. If the Transfer is declined by the Account, repeated attempts may be made to make the Transfer until successful. You understand and acknowledge your responsibility to pay any associated overdraft fees and costs relating to the Transfer.

**Cancellation of Automatic Transfers:** You may request cancellation of automatic Transfers by calling (844) 805-7100 to request your automatic transfer to be cancelled or suspended. The cancellation request must be received within three (3) business days before the Transfer is scheduled.

**Notice of Varying Amounts:** If any monthly payment’s Transfer Amount changes, you will be notified on your monthly statement at least ten (10) calendar days before the Transfer Date of that payment.

**Cancellation/Change:** This Authorization will remain in full force and effect until your Loan is paid in full or you notify us or your financial institution of its termination. You further understand the necessary time required by us and your financial institution to implement the change may not be immediate. We may cancel or change this Authorization, for any reason, and at any time. Cancellation or change by either party will not affect your obligations under the Loan Agreement. You understand and agree that you must continue to make payments on the Loan by other means until the debt has been repaid in full.

**By signing below, I hereby acknowledge that I have read and agree to the terms and conditions of the Automatic Payment Acknowledgement and Authorization for Automatic Payments, and that I agree to retain a copy of this authorization for my records.**

## You must sign to confirm your decision:

### Opt in to ACH

#### Sign Below & Provide Bank Information

By signing below and providing my Bank Account Information, I agree to the terms of this ACH Recurring Payment Authorization.

### Opt out of ACH

#### Sign Below & Do Not Provide Bank Information

By signing below and not providing Bank Account Information, I am opting-out of ACH recurring payments in connection with my Dividend account.

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Signature

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Date