

To Whom it May Concern:

Thank you for contacting Dividend a division of Fifth Third Bank (“Dividend”). The following items are needed to ensure a smooth transfer of loan ownership.

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

### Buyer/Applicant 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 (if required)
  - Bank Statement (no older than 30 days) to verify depository transaction; and
  - Wage-earner:
    - One (1) paystub dated no later than last 30 days from the credit application date or
    - Prior year W-2 can be accepted until February 28th of the current year.
  - Self-employed or retired Documents eligible if dated within 18 months of application date.
    - Tax return reflecting all schedules.
    - 1040 Personal tax return with Schedule C with 2nd page signed by customer.
    - 1120 Business tax return with K1
    - 1165 Business tax return with K1
    - 1099(s)
- \* In the case that a self-employed applicant has not yet filed taxes for prior year, the applicant must provide two year’s prior business tax return, prior and current YTD accountant prepared P&L AND a paystub within 30 days of application OR personal bank statement no later than 30 days from date of application that evidences the reoccurring deposits of income including the name of the employer*
- Retired Only:
  - Current award letter from SSA, VA, or other qualifying government retirement agency
  - Pension or Annuity statement
  - Bank Statements reflecting direct deposit from qualifying government agency, 2 required within 6 months of Loan Application
- Proof of Mortgage for the new home purchase; this would be within the Closing Disclosure provided by your new lender if home is being sold.
- 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. Additional documentation may be required based on underwriting review. Failure to provide additional documents may result in adverse action

### Original Borrower To-Do's

- If your loan has an Incentive Payment, it must be paid on the loan before the final transfer of the loan. If it has not yet been paid, please call us at 844-805-7100, Option 1, Option 3 to set up a payment, or to discuss options regarding the Incentive Payment. If paying out of escrow from seller proceeds, please provide escrow department information so we can have the Incentive Payment added to your closing statement.
- Loan Assumption process will begin once all the above “Buyer/Assumer To-Dos” are received.  
**Please note, the seller will be responsible for any payments due during the transfer process and 15 days after closing.**
- Once borrowers have been final approved and all necessary documents received, we will send a Loan Assumption Agreement to all parties within 1-2 business days.
- Please review the attached home sale guide for more information.

# Selling Your Home? Loan Transition Guide

---

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

- Pay off the remaining balance of your Loan
- 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 Customer Portal to make a one-time payment or give us a call at 844-805-7100, Option 1, Option 3 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 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, Option 1, Option 3. Do not delay on starting the application process, as it can cause delays in the sale of your home.

If the potential assumer qualifies for the Loan, we will send a Loan Assumption Agreement via DocuSign for both you and the incoming potential assumer 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:** If your loan has an Incentive Payment, it must be paid on the loan before the final transfer of the loan. If it has not yet been paid, please call us at 844-805-7100, Option 1, Option 3 to set up a payment, or to discuss options regarding the Incentive Payment. If paying out of escrow from seller proceeds, please provide escrow department information so we can have the Incentive Payment added to your closing statement. Dividend requires payment of the full Incentive 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 Customer Service Team at 844-805-7100, Option 1, Option 3.

# Loan Assumption: Frequently Asked Questions

---

## 1. First 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 regard to the loan assumption process or requirements, please contact the Dividend Customer Service Department at 844-805-7100, Option 1, Option 3 to speak with a Loan Servicing Specialist.

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

All incoming potential assumers must complete a Dividend loan application. 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 Payment 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 Customer Service Department at 844-805-7100, Option 1, Option 3 to speak with a Loan Servicing Specialist.

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

Potential assumers of a Dividend loan will need to meet Dividend's requirements for lending, including credit approval. 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 loan or the full amount of the Incentive 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 amount of 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 will run a soft initial inquiry on the assumer at the time the assumer'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 into the assumer's name, we will perform a hard inquiry on the assumer within 30 days.

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

Dividend will retain the original lending terms of the Loan when the Loan is transferred to the assumer. It is important to understand the contract terms as listed in the original Solar Loan and Security Agreement. By agreeing to assume the Dividend 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 Customer Care Department at 844-805- 7100, Option 1, Option 3 to speak with a Loan Servicing Specialist.

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

A Dividend Loan is only required to be in the name of 1 legal title owner. The name of the applicant assuming the Dividend 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 terminate 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 Customer Care Department at 844-805- 7100, Option 1, Option 3 to speak with a Retention Specialist.

# Third-Party Borrower Authorization Form

---

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

Dividend 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 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 to release 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 Borrower and Homeowner)

\_\_\_\_\_  
Date

# Loan Assumption Application

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

You are applying for a loan or other financing transaction with Fifth Third Bank, National Association (“Lender”). The information you provide will be used by Lender to review your financing application. Please keep in mind that Lender only accepts one applicant.

Applicant Information		
Name		
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 Other: _____	
ID Number	State:	Date Issued:      Expiration Date:
Current Address		
Former Address (if at current address for less than two years)		
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)		
Applicant Employment/Income		
Name and Address of Employer		Self Employed
Position/Type of Business	Start Date	Business Phone
Notice: Alimony, child support, or separate maintenance income need not be revealed if you do not choose to have it considered.		
Employment Income \$ _____ Per - Net      Gross		
Previous Employer Name and Address (if employed at current employer for less than two years)		
Position/Type of Business <input type="checkbox"/> <input type="checkbox"/>	Dates (from – to)	Business Phone

**Co-Applicant Information**

Name			
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 Other: _____
ID Number	State:	Date Issued:	Expiration Date:
Current Address			
Former Address (if at current address for less than two years)			
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)			

**Co-Applicant Employment/Income**

Name and Address of Employer		Self Employed	
Position/Type of Business		Start Date	Business Phone
Notice: Alimony, child support, or separate maintenance income need not be revealed if you do not choose to have it considered.			
Employment Income \$ _____ Per - Net                  Gross			
Previous Employer Name and Address (if employed at current employer for less than two years)			
Position/Type of Business <input type="checkbox"/> <input type="checkbox"/>		Dates (from - to)	Business Phone

**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 Lender 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 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

**Disclosures Continued**

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 Lender unless 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 your Lender must inform your spouse if a credit account is opened for you.

**Applicant Signature**

X \_\_\_\_\_ Date \_\_\_\_\_  
Applicant Signature

**Co-Applicant Signature**

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

# Enroll in ACH Today!

---

ACH stands for automated-clearing-house. It is a 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 the benefits of enrolling in ACH with Dividend, a division of Fifth Third Bank below.

## 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 & Bank Account Verification

By entering your bank account information in the fields below, you are electing to make payments to your loan 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*	
Bank Name	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:

**Your Name**  
123 Your Address Here  
Tel: (000) 0000000

DATE \_\_\_\_\_

01234

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

DOLLARS Security features included. Details on back.

**Bank Check**  
123 Your Address Here  
Tel: (000) 0000000

MEMO \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**12345678915**  
Routing Number

**012534567**  
Account Number

**2736**  
Check Number

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

**Transfer Amount:** You understand and agree that each transfer of funds will be for one monthly payment amount. This amount will be set forth in your final payment schedule provided to you once your Loan is closed and funded. 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 Loan.

---

Signature

---

Date