



# Solar Energy Host Guidebook

**Congratulations for choosing the path to a brighter future for all by going solar! Thank you for letting Solaris Energy join you on this exciting journey.**

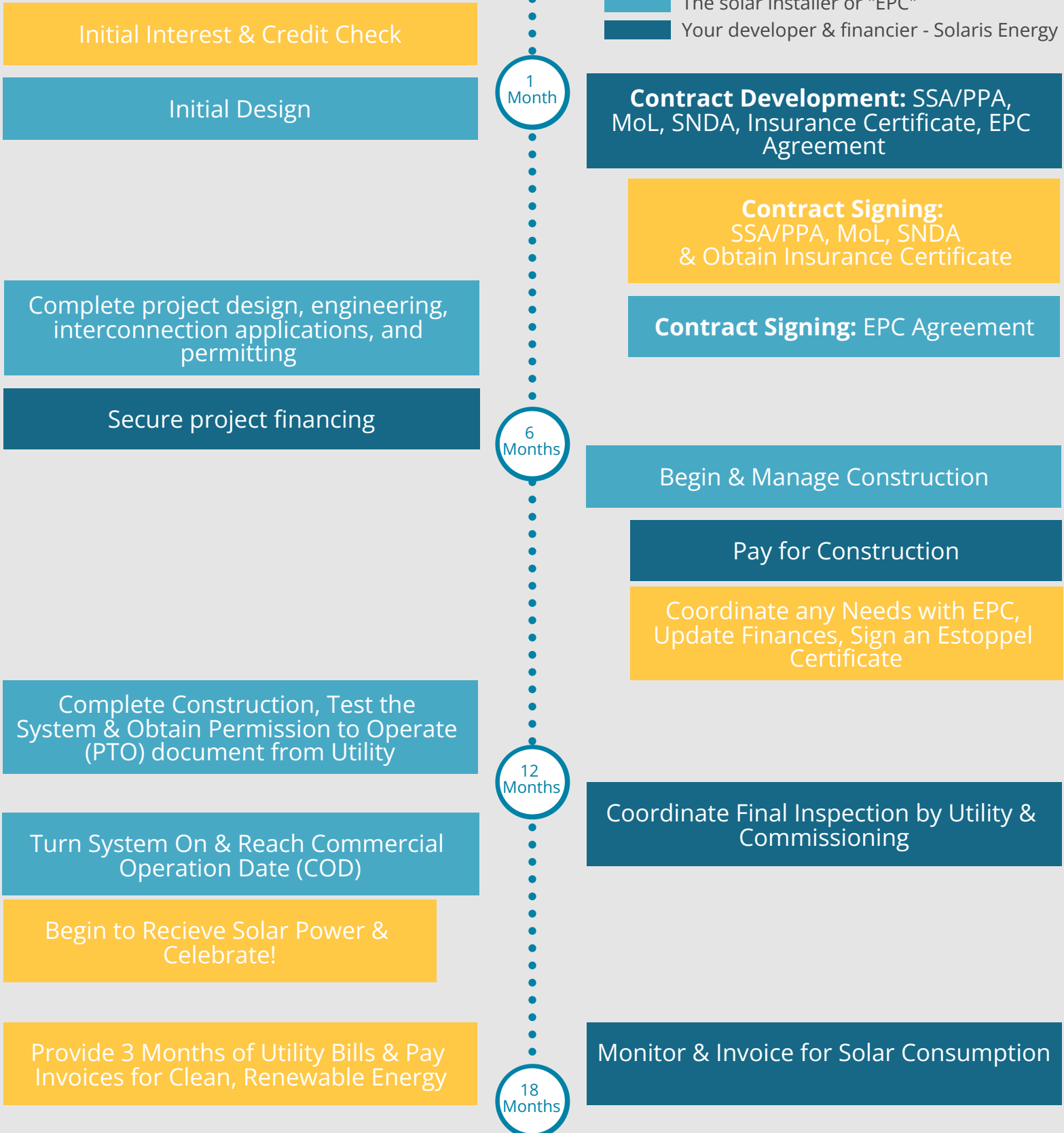
**This guidebook will help you understand the entire process for going solar, who will partner with you on that process, and where we will need your help to make it a success.**

# SOLAR PROJECT Overview

The below is an overview of a typical project process. This timeline is an estimate and may decrease or increase depending on the complexity of your project. The yellow blocks are where you'll be involved. More details and resources are on the following pages.

## Timeline Key:

- You - the "host" or "offtaker"
- The solar installer or "EPC"
- Your developer & financier - Solaris Energy



# YOUR PROJECT ROLE

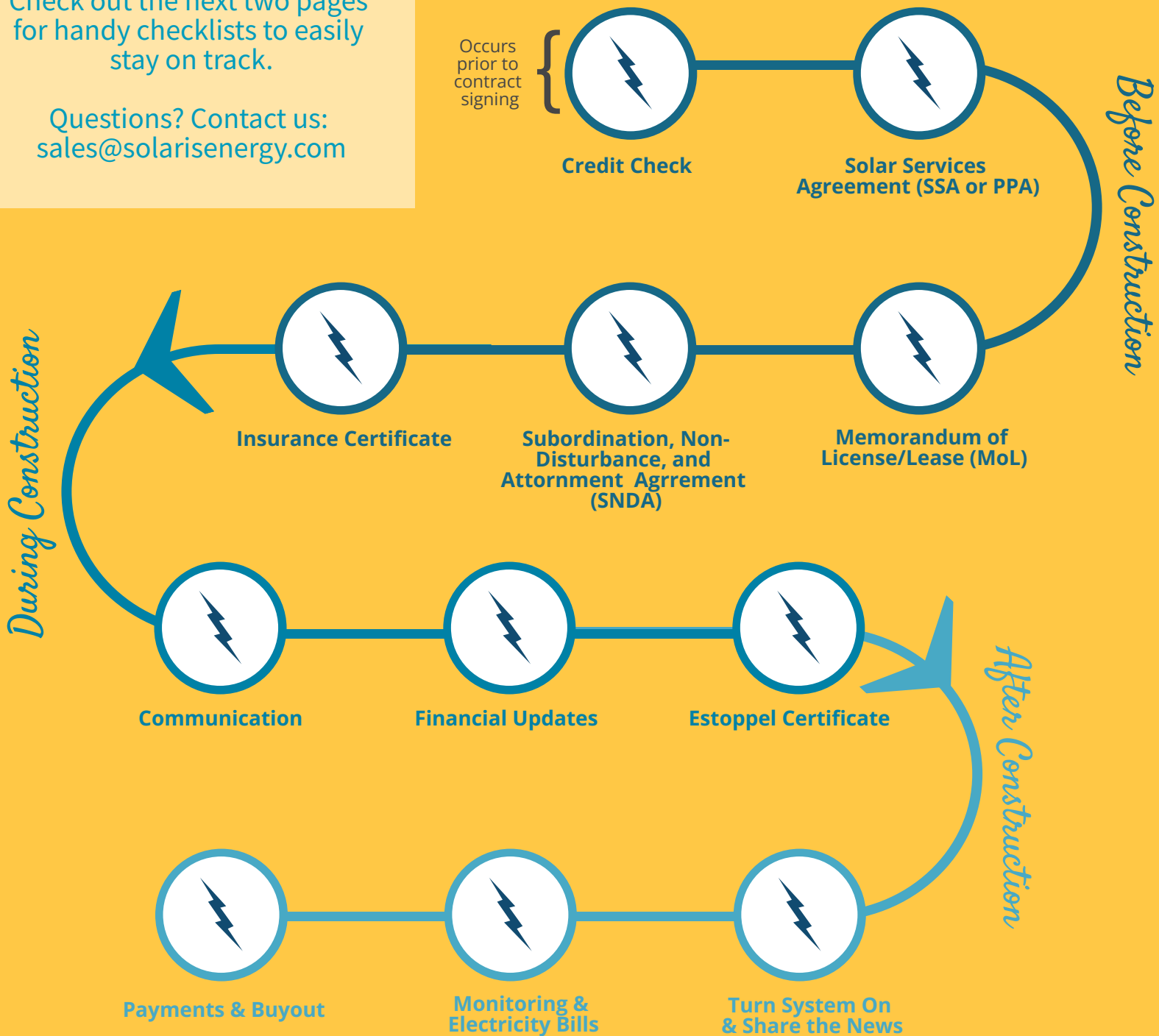
## Step-by-Step

The timeline below shows a more detailed breakout of just your role in the project. This will give you an overview of the documentation and tasks you'll have before construction starts, during, and afterward. A checklist with explanations of the items needed for each is listed on the next two pages. We will, of course, be here to help along the way, so don't hesitate to reach out with questions or feedback for us to improve your experience.

Please note, these should occur in this order, but that order can change depending on the project and its specific situation - your project is just as unique as your fingerprint.

Check out the next two pages for handy checklists to easily stay on track.

Questions? Contact us:  
[sales@solarisenergy.com](mailto:sales@solarisenergy.com)



# YOUR PROJECT

## Checklists

Use the handy checklists on this page and the next for each point in the project to help you easily stay on track with what we need from you. As we go through the process together our team will let you know when each task comes in to play. Please read through these ahead of time so you know what's coming and when. This will ensure a smooth and easy process throughout the project.

## Before Construction Checklist (4-6 months)



### **Credit Check (occurs prior to contract signing)**

To approve financing for your solar system we request a set of company, financial, and real estate documents from all our customers. Start the process with our [pre-qualifying application](#). A list of all the required documentation you can expect to provide can be found [here](#).



### **Solar Services Agreement (SSA or PPA)**

Sometimes referred to as a solar services agreement or power purchase agreement depending on the state you reside in. It is usually a 20-25 year contract that includes the price you will pay per kWh for electricity over that time period. This is your cost spread out over time for the building and use of the solar energy system and replaces or reduces your current utility bill. You sign this contract with the entity that is paying upfront for the development of the project (usually an LLC made of capital investors that Solaris Energy works directly with).



### **Memorandum of License/Lease (MoL)**

You will need to sign and notarize the Memorandum of License/Lease (MoL) within the SSA/PPA. This ensures we have access to the equipment for the duration of the contract. This should be done before or concurrent with the signing of the SSA/PPA. More details on the MoL are contained in Section 8a of the SSA/PPA and in Exhibit 6.



### **Subordination, Non-Disturbance, and Attornment Agreement (SNDA)**

Does your property have a loan or mortgage on it? If so, you, Solaris Energy, and the debt holder will execute a Subordination, Non-Disturbance, and Attornment agreement (SNDA). This agreement puts into writing that Solaris has permission from your lender to place and operate our equipment on the property. The SNDA is further described in Section 15a-IV of the SSA/PPA and in Exhibit 7.



### **Insurance Certificate**

Solaris will request an insurance certificate from you naming the project LLC as a certificate holder. This can be found in Exhibit 4, Section 14c of the SSA/PPA.



# During Construction Checklist (6-9 months)



## Communication

Communication with us, your solar installer (EPC), and other project partners is key to ensure the project stays on time. That goes both ways - so if you need anything from us, please reach out.



## Financial Updates

During construction and before activation, Solaris Energy may request updated copies of your most recent financials. This is needed to finalize supportive financing.



## Estoppel Certificate

You may be asked to sign an Offtaker Estoppel Certificate. This is a document that indicates all terms of the SSA/PPA are still in full force and effect, which also helps finalize supporting financing.



# After Construction Checklist (Ongoing)



## Turn System On & Share the News

You made it! After final testing, your EPC will turn the system on and it will start producing clean, renewable electricity for your operations - offsetting some or all of your current electricity bill. This is exciting, so let us help you spread the word! Connect with your EPC and us at [communications@solarisenergy.com](mailto:communications@solarisenergy.com) to explore and coordinate developing a media advisory, press release, ribbon cutting, or other announcements.



## Electricity Bills & Monitoring

We have three ways to ensure everything looks good and you're getting the right production credit from your utility: 1) we will request 3 months of electricity bills from you **after** the system is turned on, 2) we do our own due diligence by monitoring production and, 3) we give you access to a real-time solar production dashboard so you can keep an eye on everything too.



## Payments & Buyout

You will need to provide Solaris Energy with your bookkeeper/accountant contact information. They will receive a W-9 to initially set up online payment through an ACH and monthly invoices for the solar energy generated. Each invoice sent will be for the previous month's production. You retain the net energy cost savings while maintaining an option to buy the System outright any time after year 6.



## Additional Needs

On occasion, we may reach back out to you for financials. Although the system is built it is still required that you provide these in a timely manner when requested.



## YOUR FINANCIAL

## *Partner*

Solaris Energy is a flexible, solutions-oriented company that provides experienced, value-driven solar finance, development, and asset management services for commercial, municipal, non-profit, and other organizations interested in going solar.

We've been working towards our vision is a 100% affordable, renewable energy future since 2008 with an executive team who holds over 50 years of experience in the industry.

As a certified B Corp and 1% for the Planet member we have a values-based culture that is strongly aligned with the work we do to leave this world a better place than we found it, while saving our clients operational costs along the way.

**We are here for you every step of the way!**



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Certified



Corporation