



CA Property Assessed Clean Energy (PACE) Program Administrator License New Application Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who Is Required to Have This License?

Any person administering a PACE program on behalf of, and with the written consent of, a public agency (California Financial Code sections 22018 and 22100.5).

The California Department of Business Oversight (CA-DBO) issues paper licenses for this license type.

Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.
- Include all documents required to be emailed in one email.

Helpful Resources

- [Company Form \(MU1\) Filing Instructions](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)

- [License Status Definitions Quick Guide](#)

Agency Contact Information

Please refer to the Department of Business Oversight website at www.dbo.ca.gov or contact the Department of Business Oversight by phone at (866) 275-2677 for additional assistance.

Mailing Address:

*Department of Business Oversight
PACE Licensing
320 W. Fourth Street, Suite 750
Los Angeles, CA 90013*

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

LICENSE FEES - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

Complete	CA-DBO PACE Program Administrator License	Submitted via...
<input type="checkbox"/>	<p>CA-DBO Application Fee: \$300 This fee includes the investigation fee.</p> <p>NMLS Initial Processing Fee: \$0</p>	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS

Complete	CA-DBO PACE Program Administrator License	Submitted via...
<input type="checkbox"/>	<p>Submission of Company Form (MU1): Complete and submit the Company Form (MU1) in NMLS. This form serves as the application for the PACE Program Administrator license through NMLS.</p>	NMLS
<input type="checkbox"/>	<p>Financial Statements: Upload an unaudited financial statement in accordance with Generally Accepted Accounting Principles dated no more than 90 days before the date that the application is submitted.</p> <p>The financial statement must indicate a company net worth of at least \$25,000.</p> <p>Note: Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the Financial Statements Quick Guide for instructions.</p>	NMLS
<input type="checkbox"/>	<p>Other Trade Name: If operating under a name that is different from the applicant’s legal name, that name (“Trade Name”, “DBA”, “Fictitious Business Name” or “Assumed Name”) must be listed under the <i>Other Trade Names</i> section of the Company Form (MU1). Upload a file-stamped copy of the Certificate of Filing from the County Clerk in California where the fictitious business name was filed.</p> <p>The fictitious business name must be filed in the county of the applicant's main office address. The applicant’s name must appear as a registrant on the Fictitious Business Name Statement.</p> <p>Applicants who intend to conduct business under a fictitious business name are required to comply with the rules governing the filing of a fictitious business name as set forth in Business and Professions Code 17900 et seq.</p> <p>Note: Some foreign entities are required by the California Secretary of State to use an assumed name for all business they conduct in California. Such entities are not permitted to use a fictitious business name.</p> <p>A PACE Program Administrator must identify the name of each PACE program it administers in this field.</p> <p>This document should be named <i>PACE Other Trade Name</i>.</p>	<p>NMLS</p> <p>Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

<input type="checkbox"/>	<p>Resident/Registered Agent: The applicant’s agent for service of process in California must be listed under the <i>Resident/Registered Agent</i> section of the Company Form (MU1). This should be consistent with the information currently on record with the California Secretary of State.</p>	NMLS
<input type="checkbox"/>	<p>Primary Contact Employees: The following individuals must be entered into the <i>Contact Employees</i> section of the Company Form (MU1).</p> <ol style="list-style-type: none"> 1. Primary Company Contact. 2. Primary Consumer Complaint Contact. 	NMLS
<input type="checkbox"/>	<p>Non-Primary Contact Employees: Submit individuals identified as a Non-Primary Contact for the following areas. These contacts must be listed in the <i>Contact Employees</i> section of the Company Form (MU1).</p> <ol style="list-style-type: none"> 1. Exams 2. Consumer Complaints 	NMLS
Note	<p>Bank Account: Bank account information is not required. The <i>Bank Account</i> section of the Company Form (MU1) can be left blank.</p>	N/A
<input type="checkbox"/>	<p>Disclosure Questions: Provide a complete and detailed explanation for each “Yes” response to Disclosure Questions made by the company or related control persons (MU2).</p> <p>Upload copies of all pertinent court documents and orders.</p> <p>See the Company Disclosure Explanations Quick Guide for instructions.</p>	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	<p>Qualifying Individual: Provide the full name, address, telephone number, and email address of all managers. An on-site manager is required to be appointed for all locations where the licensee conducts business with consumers. “Managers” are persons with authority to manage the operations of the organization in California.</p> <p>This individual must be listed in the <i>Qualifying Individual</i> section of Company Form (MU1).</p>	NMLS
<input type="checkbox"/>	<p>Control Person (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is able to be submitted along with the Company Form (MU1).</p> <p>Any person that owns or controls, directly or indirectly, 10 percent or more of the applicant must complete an MU2 Form.</p> <p>If an entity owns or controls 10 percent or more of the applicant, an MU2 Form must be submitted for each officer, director, general partner, or managing member, as applicable.</p>	NMLS
Note	<p>Credit Report: Individuals in a position of control are NOT required to authorize a credit report through NMLS.</p>	N/A

Note	<p>MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Direct Owners/Executive Officers, Indirect Owners, and Qualifying Individuals are NOT required to authorize a FBI criminal background check through NMLS.</p> <p>Note: See Requirements Submitted Outside of NMLS for the FBI and Department of Justice background check requirements.</p>	N/A
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REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	CA-DBO PACE Program Administrator License	Submitted via...
<input type="checkbox"/>	<p>Business Plan: Upload a business plan outlining how the applicant plans to conduct business under the PACE Program Administrator license. Identify intended sources of capital in the business plan.</p> <p>This document should be named <i>[Company Legal Name] Business Plan</i>.</p> <p>Note: A company should only upload a single business plan.</p>	<p>Upload in NMLS: under the Document Type <u>Business Plan</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Certificate of Authority/Good Standing Certificate: Applicants organized in California must upload a Certificate of Good Standing from the California Secretary of State showing that the applicant is authorized to do business in California. The certificate must also indicate the original date of organization.</p> <p>If the applicant is a foreign entity, it must register and qualify to conduct business in California and upload a Certificate of Good Standing from the California Secretary of State. In addition, the applicant must upload a Certificate of Good Standing from the applicant's state of formation.</p> <p>The name on the certificate(s) must be the applicant's legal name.</p> <p>This document should be named <i>[State prefix] Certificate of Good Standing</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

<input type="checkbox"/>	<p>Document Samples: Upload copies of the following documents used in the regular course of business in connection with this license.</p> <ul style="list-style-type: none"> • Upload a copy of each central administration agreement between the applicant and a public agency that authorizes the applicant to administer a PACE program on behalf of the public agency. Label the Document Exhibit N. <p>These documents should be named <i>[Name of public agency] Central Administration Agreement</i>.</p> <ul style="list-style-type: none"> • Upload a copy of the standard agreement template for agreements with PACE solicitors and PACE solicitor agents. Label the Document Exhibit N. This document shall be received in confidence in accordance with Government Code section 6254 subdivision(d)(4). <p>These documents should be named <i>Solicitor Agreements</i>.</p> <ul style="list-style-type: none"> • Upload a completed Exhibit N – Request for Information. <p>Click to download Exhibit N – Request for Information.</p>	<p>Upload in NMLS: under the Document Type <u>Document Samples</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Management Chart: Submit a management chart displaying the applicant’s directors, officers, and managers (individual name and title).</p> <p>This document should be named <i>[Company Legal Name] Management Chart</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Management Chart</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Organizational Chart/Description: Submit a chart showing:</p> <ul style="list-style-type: none"> • Entities and individuals with an ownership interest in the applicant (the percent ownership must be listed for each entity and individual) • Subsidiaries and affiliates of the applicant <p>This document should be named <i>[Company Legal Name] Organizational Chart – Description</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Organizational Chart/Description</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

NMLS ID Number	
Applicant Legal Name	

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	CA-DBO PACE Program Administrator License	Submitted via...
<input type="checkbox"/>	<p>Surety Bond: Submit the original surety bond, including riders and endorsements, in the amount of \$25,000.</p> <p>The surety bond must be furnished by a surety company authorized to conduct business in California. The bond and the cover page of the bond must match exactly the full legal name of the applicant as provided in the MU1 Form.</p> <p>The bond must be signed by an individual who submitted an MU2 Form with this application and who is authorized to sign on behalf of the applicant, in the space designated "Signature of Principal." The bond must be signed by the surety bond company in the space designated "Signature of Attorney in Fact for Surety." The bond must contain the original power-of-attorney-form issued by the surety bond company.</p> <p>All signatures must be notarized.</p> <p>Click to download Surety Bond form.</p>	<p>Mail to:</p> <p>Department of Business Oversight</p> <p>PACE Licensing</p> <p>320 W. Fourth Street, Suite 750</p> <p>Los Angeles, CA 90013</p>
<input type="checkbox"/>	<p>Fingerprint and Background Checks for Control Persons in CA – Live Scan Service: Each control person filing a NMLS Individual Form (MU2) who resides in California must complete a "Request for Live Scan Service" form. If an entity owns 10 percent or more of the applicant, fingerprints must be submitted for each officer, director, general partner, or managing member, as applicable.</p> <p>These individuals must take this completed form to a live scan location to have their fingerprints taken and submitted electronically to the California Department of Justice and Federal Bureau of Investigation for processing. Applicants are required to pay the fees charged by the California Department of Justice directly to the live scan operator. After the live scan operator has completed its portion of the form, applicants must mail the completed form to the Department of Business Oversight with a check for \$20 payable to the Department of Business Oversight.</p> <p>Click to download "Request for Live Scan Service" form.</p> <p>Click to view the Department of Justice Live Scan Locations.</p>	<p>Mail to:</p> <p>Department of Business Oversight</p> <p>PACE Licensing</p> <p>320 W. Fourth Street, Suite 750</p> <p>Los Angeles, CA 90013</p>

<input type="checkbox"/>	<p>Fingerprint and Background Checks for Control Persons Outside of CA – Fingerprint Cards: Each control person filing a NMLS Individual Form (MU2) who resides outside of California must submit fingerprints to the Department of Business Oversight on fingerprint cards.</p> <p>If an entity owns 10 percent or more of the applicant, fingerprints must be submitted for each officer, director, general partner, or managing member, as applicable.</p> <p>Call the Department of Business Oversight at (866) 275-2677 to request an individual fingerprint card. The Department of Business Oversight will then mail the fingerprint card directly to the individual needing fingerprints. These individuals must submit the completed fingerprint card back to the Department of Business Oversight.</p> <p>Individuals residing outside of California must also complete a “Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement” form available at the California Attorney General’s website and mail it to the Department of Business Oversight with a check for \$86 payable to the Department of Business Oversight.</p> <p>Individuals must submit the following in one package to the Department of Business Oversight: the fingerprint card, the “Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement”, and the \$86 check payable to the Department of Business Oversight.</p> <p>Click to download “Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement.”</p>	<p>Mail to:</p> <p>Department of Business Oversight</p> <p>PACE Licensing</p> <p>320 W. Fourth Street, Suite 750</p> <p>Los Angeles, CA 90013</p>
<input type="checkbox"/>	<p>Designated Email Address: Department of Business Oversight licensees are required to provide and maintain an email account that is designated for communications with the department, per the Commissioner’s Order issued November 22, 2013. To create a designated email address, you must register for a DBO Self-Service Portal Account.</p> <p>The designated email account must conform to the following parameters:</p> <ol style="list-style-type: none"> (1) The account must be a generic address and not an individual’s email. (2) The account must allow the receipt of all “@govdelivery.com” emails. (3) The security settings of the account must allow for the receipt of attachments. (4) The account must allow for the distribution of emails to the appropriate individuals within the applicant. (5) The account must be continuously maintained. <p>Click to register for a DBO Self-Service Portal Account.</p> <p>Click for instructions on creating a designated email.</p>	<p>Register Online</p> <p>Register Option-B:</p> <p>https://docqnet.dbo.ca.gov/RegistrationLanding/</p>
<input type="checkbox"/>	<p>Customer Authorization of Disclosure of Financial Institution: Email the completed Customer Authorization of Disclosure of Financial Records form.</p> <p>Click to download customer authorization form.</p>	<p>Mail to:</p> <p>Department of Business Oversight</p> <p>PACE Licensing</p>

		320 W. Fourth Street, Suite 750 Los Angeles, CA 90013
<input type="checkbox"/>	<p>Execution Section: The Execution Section must be completed by an authorized individual of the applicant who has submitted a NMLS Individual Form. The statements contained in the document and application must be attested to as being true and correct.</p> <p>Click to download Execution Section document.</p>	<p>Mail to: Department of Business Oversight PACE Licensing 320 W. Fourth Street, Suite 750 Los Angeles, CA 90013</p>