



Request for Temporary Removal of Document from Title

Please read this page carefully to ensure you have all of the information and are able to provide us with all required documentation to process your temporary removal request.

In the cases of leased or PPA solar panel systems, Sunrun files a Notice of Independent Energy Producer Contract (NOIEPC) and/or a UCC Financing Statement on the title of the customer's home. These notices indicate that the solar panels on the home are owned by a third party (Sunrun), and that an outside entity (Sunrun) has an interest in the property.

We will provide temporary removals of these files for the purpose of a refinance or a home sale.

I. Required Documentation and Information - to be sent to servicetransfers@sunrun.com in one email

- A. Completed Document Removal Request Form (see next page)
- B. A .pdf copy of the actual document you are requesting to be removed
 - NOIEPC and/or UCC Financing Statement. These documents are filed with the County Recorder's office, Sunrun **DOES NOT** have copies.
 - Copies should include: document number, document filing date and parcel/APN number.
 - If you for some reason cannot obtain copies, send us a copy of the preliminary title report highlighting the document title, number, and filing date. ***Please be sure to omit sensitive customer information such as a social security number.**

II. Receiving and filing the release

- Once we have processed your removal request, a soft copy of the release(s) will be emailed to you. An original copy is not needed for UCC releases.
- Notarized copies of NOIEPC releases will be mailed to the address provided on the removal request form.
- Upon receiving the releases, it is your responsibility to file them at the appropriate jurisdiction and incur any associated costs.

Please complete Document Removal Request form and send your request to servicetransfers@sunrun.com.

Removal Requests take 5-7 business days to process.



Document Removal Request Form

Please use the checkboxes provided to ensure your request is complete. Upon completion, submit ALL required documents by emailing them to servicetransfers@sunrun.com. Requests can take 5-7 business days to process.

Once provided, it is your responsibility to file releases at the appropriate jurisdiction and incur any associated costs.

Step 1: This removal is for a: _____ Refinance _____ Home Sale

Step 2: Expected Close of Escrow date: _____

Step 3: I am requesting the release/termination of:

 ___ UCC Financing Statement

 ___ Notice of Independent Energy Producer Contract (NOIEPC)

Step 4: Locate and provide (attach to email) a copy of the document(s) (UCC, NOIEPC or both) that you are requesting are released.

- You can find both the UCC and NOIEPC filed with the homeowner’s county recorder’s office.
- Sunrun does not have copies of these documents, they **must** be provided.

Step 5: Homeowner’s Information

Name: _____

Street Address: _____

City, State, Zip: _____

Step 6: Your Contact Information: We will send the releases to the email provided here.

Additionally, a notarized copy of the NOIEPC release will be mailed to the physical address provided (once processed, you will be given the option to send us a self-addressed FedEx label for expedited shipping).

* This is typically the escrow/title agent.

Name: _____

Street Address: _____

City, State, Zip: _____

Email: _____

Phone: _____

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