Contract Review Checklist for Solar Project Documents

62 items across 7 sections.

PROJECT _____ LOCATION _____

PREPARED BY _____ DATE _____

Tick each item when it is verified. Write N/A where an item does not apply to your project, and use the right-hand column for notes, owner and due date.

1 Setting Up the Review

NOTES / OWNER / DUE

A review that starts with the first page of the first document tends to miss structure. Establishing the inventory and ownership chart first tells you whether the entity that signed a document is the entity that holds the project.

☐	1.1	Build a document index listing every agreement, amendment, side letter, consent and assignment, with execution dates	
☐	1.2	Confirm you are reviewing fully executed versions with all exhibits and appendices attached	
☐	1.3	Confirm which version of each amended provision is currently operative	
☐	1.4	Draw the ownership chart and confirm which entity is party to each document	
☐	1.5	For every document assigned from a predecessor entity, locate the executed assignment and any required consent	
☐	1.6	Flag any document referenced in another agreement that is not in the index	
☐	1.7	Note every place a document incorporates an external tariff, handbook or standard by reference, and obtain the current version	

2 Site Control Documents

NOTES / OWNER / DUE

Site control review covers leases, options, easements and the title work supporting them. The purpose is to confirm the project has durable, recorded, transferable rights covering every area it occupies or crosses.

☐	2.1	Confirm the signer on each lease or easement matches the record owner in the title commitment, including exact entity name	
☐	2.2	Verify authority evidence for the signer: entity resolutions, trustee powers or powers of attorney as applicable	
☐	2.3	Confirm the total available term, including all extension options, exceeds the intended financing tenor with margin	
☐	2.4	Identify the event or date that starts each phase of the term and confirm the trigger has an objective definition	
☐	2.5	Confirm the premises description covers the final layout, or identify the survey mechanism that will fix it	
☐	2.6	Confirm separate recorded rights exist for access routing, collection routing and any construction area	

2 Site Control Documents

			NOTES / OWNER / DUE
☐	2.7	Confirm each easement is recorded and drafted to run with the land and bind successors	
☐	2.8	Identify every mortgage or lien of record on host property and locate the corresponding subordination or non-disturbance instrument	
☐	2.9	Confirm collateral assignment to a financing party does not require discretionary host consent	
☐	2.10	Confirm the decommissioning obligation is consistent with the local permit, and locate any required financial assurance instrument	

3 Offtake and Revenue Contracts

The offtake review confirms that the revenue assumptions in the financial model have a contractual basis. Read the pricing exhibit against the model rather than reading the pricing section in isolation.

			NOTES / OWNER / DUE
☐	3.1	Trace each revenue line in the financial model to the specific provision that creates it	
☐	3.2	Confirm whether the price is flat, escalating or shaped by time-of-delivery factors, and apply those factors in the model	
☐	3.3	Confirm whether the purchase obligation is as-generated or tied to a quantity, and locate any band or shortfall mechanic	
☐	3.4	Identify who holds environmental attributes and whether future attribute categories are addressed	
☐	3.5	Locate the availability or production guarantee, its exclusions, its measurement period and any annual cap	
☐	3.6	Confirm the weather adjustment methodology for any production guarantee is documented rather than left to later agreement	
☐	3.7	Read the curtailment categories and confirm which are compensated and how volume is calculated	
☐	3.8	Confirm the delivery point, the transfer of title and risk of loss, and which meter governs settlement	
☐	3.9	List all conditions precedent and milestone dates, and confirm which failures are terminable	
☐	3.10	Locate the buyer's credit support, confirm its form and amount, and read the conditions for drawing on it	
☐	3.11	Confirm financing party protections are present: default notice, independent cure period, step-in and consent to assignment	

4 Interconnection and Utility Documents

Interconnection review is partly documentary and partly technical. Read the appendices with an engineer, because the obligations that affect equipment selection live there.

			NOTES / OWNER / DUE
☐	4.1	Confirm the executed agreement is the correct form for the voltage level and jurisdiction, with all appendices attached	
☐	4.2	Obtain the current version of every technical requirement document incorporated by reference	

4	Interconnection and Utility Documents	NOTES / OWNER / DUE
☐ 4.3	Confirm the one-line diagram in the appendix matches the current design	
☐ 4.4	Identify the point of interconnection and the point of change of ownership separately, and confirm which facilities each party builds and owns	
☐ 4.5	Determine whether the stated cost figure is an estimate or a cap, and locate the actual cost responsibility language	
☐ 4.6	Confirm whether network upgrade costs are refundable or creditable in that market and how the model treats them	
☐ 4.7	List all milestone dates and the consequence of missing each one, and locate the suspension right and its cost consequences	
☐ 4.8	Confirm the utility's site access rights are supported by corresponding rights in the site control documents	
☐ 4.9	Read the disconnection and curtailment rights against the curtailment provisions of the offtake contract	
☐ 4.10	Confirm whether assignment to a purchaser or collateral assignment to a lender requires utility consent	

5	Construction, Equipment and Warranty Documents	NOTES / OWNER / DUE
	Construction documents allocate completion risk. The review confirms the scope is complete, the schedule ties to the project's other obligations, and the warranty package survives a change in ownership.	
☐ 5.1	Confirm the scope of work covers the full project, with no gaps against owner-furnished equipment	
☐ 5.2	Confirm the contract price structure, the conditions under which it can change, and who may approve a change order	
☐ 5.3	Confirm substantial completion and final completion are defined by objective, testable criteria	
☐ 5.4	Compare the guaranteed completion date against the milestone dates in the offtake and interconnection agreements	
☐ 5.5	Locate delay and performance liquidated damages provisions, their rates and their aggregate caps	
☐ 5.6	Confirm the overall limitation of liability and what is excluded from it	
☐ 5.7	Confirm the form and amount of contractor security: bonds, letters of credit, retainage or parent guaranty	
☐ 5.8	Confirm lien waiver requirements are tied to each payment application	
☐ 5.9	Confirm the workmanship warranty period, scope and response obligations	
☐ 5.10	Confirm module, inverter and racking warranties are assignable and locate any required registration step	
☐ 5.11	Confirm the roof warranty holder has approved the attachment method for any rooftop system	

6 Operations and Maintenance Agreements

NOTES / OWNER / DUE

Operating agreements get reviewed less often than they should, usually because they are signed after the financing focus has passed. They still determine whether obligations elsewhere can be met.

☐	6.1	Confirm the scope distinguishes preventive maintenance, corrective maintenance and capital replacement	
☐	6.2	Confirm response and repair time commitments, and what is excluded from them	
☐	6.3	Confirm any availability guarantee in the operating agreement is consistent with the offtake guarantee	
☐	6.4	Confirm reporting obligations, data ownership and access to the monitoring platform	
☐	6.5	Confirm the term, termination rights and transition obligations on termination	
☐	6.6	Confirm the agreement is assignable to a purchaser of the project	

7 Cross-Document Consistency

NOTES / OWNER / DUE

Most serious findings come from comparing documents rather than reading any one of them. These checks are quick once the individual reviews are complete.

☐	7.1	Build a single milestone calendar drawing dates from the offtake, interconnection and construction agreements, and identify conflicts	
☐	7.2	Confirm defined terms used across documents, particularly commercial operation, mean the same thing in each	
☐	7.3	Confirm the system size and configuration described in each document matches the current design	
☐	7.4	Confirm curtailment treatment is consistent between the interconnection agreement and the offtake contract	
☐	7.5	Confirm metering references point to the same physical meter across documents	
☐	7.6	Confirm all insurance requirements across all agreements are satisfied by one coherent insurance program	
☐	7.7	Confirm every agreement the financing depends on permits the required assignment and consent structure	

+ Additional Review Items	NOTES / OWNER / DUE
Items found that are not covered above.	
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SIGN-OFF

PREPARED BY

SIGNATURE AND DATE

REVIEWED BY

SIGNATURE AND DATE

This checklist is a structure for making sure nothing obvious is missed. It does not replace the judgment of qualified professionals, the governing documents or the advice of counsel, engineers and other advisors.