

# Assignment of Contract Process (MN)

If you are purchasing a home with solar panels, we strongly encourage you to ask the original owner for copies of the contractual documents they signed with Xcel Energy. These include a Purchase Contract and an Interconnection Agreement. Please follow these steps to transfer the system ownership and to make sure that the solar production is accurately reflected on the new owner's energy bills.

1. The new owner must contact customer service at **1-800-895-4999** to start electric services at the property. Ask the representative to start electric services on a future start date, usually around the closing date.

2. Provide the following information through email to the Solar\*Rewards Team at [solarprogramm@xcelenergy.com](mailto:solarprogramm@xcelenergy.com). Please title the subject line: **AOC Customer's Last Name/Street Number and Street Name**:

- Property address for the PV solar system
- New owner's full name
- Previous owner's full name
- Insurance Requirements (systems up to 10 kW)
  - Personal or business general liability insurance must show a combined single limit for bodily injury and property damage of no less than \$300,000 per occurrence.
  - If the property addresses does not appear under the Insured section it must be listed under the Locations section of the document.
  - The insured party name must match the primary account holder for electric services at the property.
- Insurance Requirements (systems between 10.001 kW and 500 kW)
  - Personal or business general liability insurance must show a combined single limit of 1,000,000 for bodily injury and property damage.
  - Xcel Energy must be listed as additionally insured to the policy.
  - If the property addresses does not appear under the Insured section it must be listed under the Locations section of the document.
  - The insured party name must match the primary account holder for electric services at the property.

**NOTE:** The new owner's name provided must match the primary account holder's name for billing services at the property. It is the owner's responsibility to obtain both signatures in order to secure the Assignment of Contract.

3. The Solar\*Rewards team will create the contract and send back to you to obtain signatures.

4. Sign the Assignment of Contract form and email back to [solarprogramm@xcelenergy.com](mailto:solarprogramm@xcelenergy.com).  
**Signatures must be obtained by both new and previous owners.**

The Solar\*Rewards Team will receive notification once signatures are received to complete the transfer of the PV solar system. You will not be sent a confirmation email, but please reach out to us if you have questions or would like a copy of the completed contract.