

Selling your House??

If you are in the process of selling your house or have recently sold your house here are some things you should know.

1. Complete the Transfer Ownership Request Form

- You will need to complete and sign the Seller portion of the [Transfer Ownership Request Form](#). The buyer is responsible for completing and signing the Buyer portion.
(Note: the party who will be managing the system within GATS (i.e. Buyer or Aggregator) should submit the completed form to the GATS Administrator.

2. Report your final Meter Reading

- Be sure to enter in your last meter reading as of the closing date in order to receive any generation credit that you are entitled to receive. In the event that a final reading is not available, the seller may not be able to claim unprocessed generation from the last processed meter reading in GATS.

3. Sell any remaining SRECs

- You may continue selling RECs that are in your GATS Account after the system is transferred.

4. Close your GATS Account

- You should notify the GATS Administrator when your GATS account can be closed.
- The GATS Administrator will deactivate the account if no RECs are remaining to sell when the system is transfer is processed.

Buying a House?

If you are purchasing a house there are some things you will need to do in order to be able to take ownership of the Renewable Energy Credits (RECs).

I will be managing the System on my Own

1. Create a GATS Account

- Create an account by going to www.pjm-eis.com
- In the left-hand corner click on “**Not A Member? Register Here**”
- Complete the form and click for submittal; activate the account via the link sent via email.
- You will receive an email after the GATS Administrator approves the GATS Account.

2. Complete the Transfer Ownership Request Form

- You will need to complete and sign the Buyer portion of the [Transfer Ownership Request Form](#). The seller is responsible for completing and signing the Seller Portion. Email this form to the GATS Administrator (GATSAdmin@pjm-eis.com).

3. Submit Amendments to the State(s)

- Some states require Amendments to their data before we can accept the Transfer Request.

- If your system is certified in Delaware, Maryland, Ohio, Pennsylvania or the District of Columbia you will need to reach out them to find out their process for submitting an amendment.
- Visit the [Program Information](#) section on the PJM EIS Website for their contact information

4. GATS Administrator transfers the System

- The GATS Administrator will complete the ownership transfer once the following is completed:
 - The GATS Administrator is notified that the GATS Account is approved
 - All the proper signatures are provided
 - The last meter reading from the Seller is processed in GATS
 - State Amendments are confirmed if applicable
- The GATS Administrator will notify you that the transfer has been completed

5. Begin Reporting your Monthly Meter Readings

- You can now begin reporting your meter readings within GATS. Readings MUST come from a Solar Production Meter or an Online Monitoring System.
 - You can find Solution Aids within your GATS Account that provide specific instructions on how to report your monthly meter readings.
 - Log into your GATS Account
 - Select “Training” from the blue banner
 - Select “GATS Solution Aids”
 - Select “Reporting Generation Data Manually”

(Note: The GATS Administrators cannot provide guidance on how to read your production solar meter. Please reach out to the seller or the installer for assistance on reading the meter.)

I have an Aggregator managing the System on my behalf

1. Complete the Transfer Ownership Request Form

- You will need to complete and sign the Buyer portion of the [Transfer Ownership Request Form](#). The seller is responsible for completing and signing the Seller Portion.

2. Complete the GATS Schedule A

- A [Schedule A](#) will also be required. A Schedule A assigns rights to your Aggregators to manage your system on your behalf within their own GATS Account.

3. Provide Forms to Aggregator

- Provide both the Transfer Ownership Request Form and the Schedule A to your Aggregator so that they can complete the transfer ownership process on your behalf.

** The GATS Administrator may request, at any time, additional documentation needed to validate a claim of ownership of a system or the Renewable Energy Credits (RECs).