



**2016 COOLING SYSTEM TUNE-UP INCENTIVE APPLICATION**

**Incentive Qualifications:**

A \$30.00 incentive is available to customers who have their cooling system inspected and tuned-up by an HVAC contractor. Qualifying systems include residential central air conditioners and air source and water source heat pumps that are served by the Board of Public Works. Even though the cooling system may be serviced or tuned-up frequently, the customer is only eligible to apply for the BPW Energy Efficiency \$30.00 Cooling System Tune-Up Incentive a minimum of every three (3) years.

**Customer Information:**

Name on Account: \_\_\_\_\_ Do You Own \_\_\_\_\_ or Rent \_\_\_\_\_

(If Rent – Name and Phone Number of Landlord): \_\_\_\_\_

Board of Public Works Account #: \_\_\_\_\_

Address where tune-up was conducted: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**I certify the tune-up, for which I am claiming an incentive for was performed within the guidelines of the program. The Board of Public Works reserves the right to inspect the work performed to ensure compliance.**

Customer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tune-Up Checklist:**

- |   |   |
|---|---|
| <input type="checkbox"/> Clean Condenser Coil     | <input type="checkbox"/> Check Refrigerant Charge                   |
| <input type="checkbox"/> Check Indoor Coil        | <input type="checkbox"/> Check Belt / Lube Motor, if needed         |
| <input type="checkbox"/> Blow Out Drain Line      | <input type="checkbox"/> Perform Visual Inspection of System        |
| <input type="checkbox"/> Discuss Proper Operation | <input type="checkbox"/> Discuss/Review Proper Temperature Set-Back |
| <input type="checkbox"/> Filter Service Schedule  | <input type="checkbox"/> Comments: _____                            |

**Equipment Information:**

- 1) \_\_\_\_\_ years since last system tune-up
- 2) \_\_\_\_\_ years since last receiving \$30.00 incentive (eligible every 3 years)
- 3)  Air Conditioner    Air Source Heat Pump    Water Source Heat Pump
- 4) Est. Age of: Outdoor Unit (years) \_\_\_\_\_, and Indoor Unit (years) \_\_\_\_\_

**Contractor (Dealer) Information:**

Company Name: \_\_\_\_\_ Date of Tune-Up: \_\_\_\_\_

Technician Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ NATE ID#: \_\_\_\_\_

Application Process: 1) complete application, 2) signed by both the homeowner and the technician, and 3) submit application to the Board of Public Works.

## **PROGRAM GUIDELINES**

The following guidelines will generally apply. Exceptions will be handled on a case-by-case basis.

- 1.** Qualifying systems include - any residential central cooling system that has been installed for at least one (1) year, such as:
  - Air conditioner
  - Air source heat pump (electric or fossil fuel back-up)
  - Water source heat pump
- 2.** The incentive payment is \$30.00.
- 3.** Homeowner is only eligible to apply for an incentive every three (3) years.
- 4.** The incentive payment to the homeowner will come directly from their local electric utility. For renter/landlord situations, the party responsible for the cost of the tune-up will receive the incentive.
- 5.** All HVAC equipment must be permanently installed in a residential single-family dwelling. A mobile home must be on a permanent foundation.
- 6.** For duplexes and condominiums that are separately metered, they will be considered residential, thus requiring two separate applications. If they are master metered, they are considered multi-family and not eligible. Apartments that are master metered, are considered multi-family.
- 7.** In those cases where two or more air conditioners or heat pumps are installed in the same house, both or all are eligible for the full incentive amount. Each requires its own application.
- 8.** Window air conditioners, Package Terminal Air Conditioner (PTAC), and Package Terminal Heat Pumps (PTHP's) are not eligible. Only a ducted - split system is eligible.
- 9.** Program is subject to the Terms and Conditions as outlined on the application and to the General Guidelines.

If you have any questions, please contact Erin Saathoff, City Clerk, at the Board of Public Works, (402) 228-5211.