



If you have questions while completing this form, please contact your hometown electric utility weekdays during business hours for assistance.

Phone: 507-964-2378  
 Fax: 507-964-5973  
 Email: cityhall@arlingtonmn.com

**Send your completed applications to:**

City of Arlington  
 204 Shamrock Drive  
 Arlington, MN 55307

**Checklist For Application:**

- Copy of dated sales receipt
- Copy of Yellow EnergyGuide Label
- Completed Application

By participating in our We Save program, you can keep costs down and earn rebates when you purchase a Quality Installed (Q.I.) ENERGY STAR qualified air source heat pump.

**What rebate can I earn?**

SEER 14-14.9\* = **\$225** | SEER 15-15.9 = **\$300** | SEER 16+ = **\$400**

\* Split System units must meet minimum 14.5 SEER criteria.

**What is Quality Installation?**

Quality Installation ensures that equipment is installed properly and consists of the following key elements: equipment sizing, proper refrigerant charge and air flow, and duct sealing. **To qualify for the Q.I. Air Source Heat Pump rebate, your contractor must verify that all items included in the Quality Installation Checklist on the rebate application were performed.**

**What does it mean to be ENERGY STAR qualified?**

ENERGY STAR Tier 2 requirements for air source heat pumps took effect **January 1, 2009**. These requirements are as follows:

Product Type	SEER	EER	HSPF
Split System	≥ 14.5	≥ 12	≥ 8.2
Single Package Equipment	≥ 14	≥ 11	≥ 8

**How Do I Qualify?**

- Residential customers receiving electric service from a local municipal electric utility that is a participating member of MMPA are eligible for rebates when they purchase Quality Installed ENERGY STAR air source heat pumps.
- **At time of purchase, air source heat pump must be on current ENERGY STAR qualified list and labeled accordingly. (Ask your dealer which models are currently listed.)**
- **To qualify for rebate, unit must be installed following Quality Installation procedures and ALL boxes in the Quality Installation Checklist on the rebate application must be checked "Yes".**
- Information on rebate application must match information on receipt/invoice exactly.
- The program is applicable only for the purchase of new ENERGY STAR qualified air source heat pumps for installation in new or retrofit applications where the electricity is supplied to the participating local municipal electric utilities by MMPA.
- The customer must purchase both the condensing unit and the coil to be eligible for rebate and will not receive rebate if purchasing only a condensing unit without replacing the coil.
- Customer must apply for rebate within one year of the purchase date shown on the sales receipt.
- Rebate applications must include complete contractor and equipment information and include: a copy of dated sales receipt/invoice including manufacturer, model number serial number, SEER rating. Failure to complete the rebate application will result in rejection of the rebate request.
- Utility reserves the right to conduct random inspections to verify installations at the address indicated on the rebate application. Customer agrees to provide reasonable access to the residence to accommodate this inspection.
- Rebates are limited to one rebate per customer account per year.
- Rebate requests are processed on a "first-come first-serve" basis. Annual rebate funds are limited. Rebate programs, qualifications, and amounts are subject to change at any time. The customer is responsible for checking with local municipal electric utility to determine whether program is still in effect.





**COMPLETE THESE SIX EASY STEPS TO GET YOUR REBATE.**

**STEP 1: CUSTOMER INFORMATION (To be completed by Customer)**

Customer Name \_\_\_\_\_ Account Number \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (daytime) \_\_\_\_\_ (alternate) \_\_\_\_\_  
 CUSTOMER TYPE (check one):  HOMEOWNER  RENTER  LANDLORD  OTHER  
 If different from above, name and address where rebate should be sent.  
 Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**STEP 2: CONTRACTOR INFORMATION (To be completed by Contractor)**

Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Installer's Name \_\_\_\_\_ Installer's Signature \_\_\_\_\_

**STEP 3: EQUIPMENT AND QUALITY INSTALLATION INFORMATION (To be completed by Contractor)**

Manufacturer \_\_\_\_\_ Installation Date \_\_\_\_\_  
 Condenser Serial No. \_\_\_\_\_ Condenser Model No. \_\_\_\_\_  
 Evaporator Coil Serial No. \_\_\_\_\_ Evaporator Coil Model No. \_\_\_\_\_  
 AHRI Reference No. \_\_\_\_\_ SEER \_\_\_\_\_ Btuh or Tons \_\_\_\_\_

PRODUCT TYPE (check one):  Split System (min. 14.5 SEER)  Single Package Equipment (min. 14.0 SEER)  
 PURCHASE REASON (check one):  Replace failed unit  Replace working unit  New unit/construction

**QUALITY INSTALLATION CHECKLIST:** (All boxes must be checked "Yes" to qualify for rebate.)

- √ EQUIPMENT SIZING: Heat loss and heat gain load calculations were performed .....  Yes  No
- √ EQUIPMENT SIZING: Documentation of load calculations on file .....  Yes  No
- √ EQUIPMENT SIZING: Equipment was properly sized and selected prior to installation ....  Yes  No
- √ MATCHED SYSTEM: Matched evaporator and condensing units .....  Yes  No
- √ AIRFLOW: Airflow across indoor heat exchanger is within acceptable ranges .....  Yes  No
- √ REFRIGERANT: System has proper refrigerant charging .....  Yes  No
- √ DUCT WORK: Ducts are sealed and air leakage (CFM) is minimized .....  Yes  No
- √ DUCT WORK: Volumetric airflow CFMs meet design requirements .....  Yes  No

NOTE: Random audits of Contractors will be conducted to verify Quality Installation procedures were followed.

**STEP 4: ATTACH NECESSARY DOCUMENTATION**

- Copy of dated sales receipt including Manufacturer, Model and/or Serial Number.
- Copy of the yellow EnergyGuide label that came with your air source heat pump

**STEP 5: PROVIDE STATISTICAL INFORMATION**

1. Did the MMPA rebate influence your buying decision?  Yes  No
2. The Minnesota Department of Commerce requests that utilities track the following information.  
 (This information is for statistical purposes only.)
- a) Find your household size in the table to the right.
  - b) Determine your gross annual household income.
  - c) My household income is above or below the amount corresponding to my household size.  Above  Below

No. of People	Annual Income
1	\$21,695
2	\$28,371
3	\$35,046
4	\$41,722
5	\$48,398
6	\$55,073
7	\$56,325
8	\$57,576

**STEP 6: CUSTOMER SIGNATURE**

I hereby certify that all information is accurate including claims of efficiency, size and customer information. I have read all information on this form and agree that MMPA may verify all the information that I have provided.

X \_\_\_\_\_ Date \_\_\_\_\_

