

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

Phone: 651-747-2413

Fax: 651-747-2425

Email: barb.huelsman@ci.north-saint-paul.mn.us

### Send your completed application to:

City of North St. Paul  
2400 Margaret Street  
North Saint Paul, MN 55109

### Checklist For Application:

- A copy of the dated invoice including description of service performed.
- Completed Application

By participating in our We Save program, you can save energy and earn a rebate when you have a qualifying Central A/C Tune-Up performed by a licensed and insured heating/cooling contractor.

### What rebate can I earn?

A/C Tune-Up = **\$25**

### What is a qualified Central A/C Tune-Up?

In order to qualify for the Central A/C Tune-Up rebate, the service performed must meet the following Minimum Service Requirements:

- |   |  |
|---|--|
| ✓ Check voltage                                 | ✓ Clean & inspect condenser coil                 |
| ✓ Check thermostat operation & control sequence | ✓ Clean, inspect, & lubricate motors             |
| ✓ Inspect belt condition                        | ✓ Clean or replace air filter                    |
| ✓ Inspect & lubricate blower                    | ✓ Confirm proper air flow                        |
| ✓ Check coolant level & pressure                | ✓ Perform visual inspection of entire A/C system |

### When can Central A/C Tune-Ups be performed?

Central A/C Tune-Ups are typically scheduled during the months of April through October. Availability is determined by weather conditions.

### 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 a rebate when they purchase a Central AC Tune-Up.
- **The Central A/C Tune-Up service must be performed by a licensed and insured heating/cooling contractor.**
- **The Central A/C Tune-Up service must meet the Minimum Service Requirements specified above.**
- The Central A/C Tune-Up service must be performed in a home that receives electric service from a local municipal utility that is a participating member of MMPA.
- The municipal electric utility and MMPA assume no liability for any incidental or consequential damages resulting from the Central A/C Tune-Up services provided by the contractor.
- Customer must apply for rebate within one year from date tune-up was performed.
- Rebate applications must include complete contractor information (including technician signature) and a copy of dated sales invoice. Incomplete rebate applications will not be processed.
- 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 the local municipal electric utility to determine whether the program is still in effect.
- Qualifying customers must apply for rebate by November 30, 2012.

# City of North St. Paul

# 2012 Central A/C Tune-Up Rebate Application

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) \_\_\_\_\_

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 \_\_\_\_\_

## STEP 3: MINIMUM SERVICE REQUIREMENTS (To be completed by Technician performing tune-up)

I hereby certify that A/C Tune-Up service performed meets the following Minimum Service Requirements.

(1) Check voltage; (2) Clean & inspect condenser coil; (3) Check thermostat operation & control sequence; (4) Clean, inspect, & lubricate motors; (5) Inspect belt condition; (6) Clean or replace air filter; (7) Inspect & lubricate blower; (8) Confirm proper air flow; (9) Check coolant level & pressure; (10) Perform visual inspection of entire A/C system.

Technician Name \_\_\_\_\_

Technician Signature \_\_\_\_\_ Date \_\_\_\_\_

## STEP 4: CUSTOMER SATISFACTION SURVEY

### Overall satisfaction with service provided by contractor

Extremely Satisfied     Satisfied     Did not meet my expectations

### Technician was on-time, professional, and courteous

Strongly Agree     Agree     Disagree

Additional Comments: \_\_\_\_\_

## STEP 5: ATTACH NECESSARY DOCUMENTATION

Copy of dated Contractor's invoice including description of service performed.

## STEP 6: CUSTOMER SIGNATURE

I hereby certify that all information is accurate. I have read all information on this form and agree that MMPA may verify the information I have provided.

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

FOR MMPA USE ONLY. DO NOT WRITE IN THIS AREA.

Approved By \_\_\_\_\_ Date \_\_\_\_\_ Rebate Amount \$ \_\_\_\_\_

