

## Residential rebate application instructions

### Applying for your rebate is easy!

Review the check list below, complete, print, sign the application, and submit.

#### Checklist for completing your application

- Read** the terms and conditions to determine if you are eligible for a rebate.
- Verify** the equipment you install meets the specifications and equipment or service guidelines. All products require proof of purchase and may require additional documentation depending on the equipment or service installed. See proof of purchase requirements.
- Purchase and install** qualifying equipment or service. The rebate application must be received within 60 days of installation. Work with your contractor to complete and submit the application.
- Complete** steps 1-6 of the application.
- Print, sign and date** the application.
- Mail** your completed application and documentation. Note: only the pages with Steps 1-6 (pages 3 and 4 of this document) need to be submitted.

### Mail:

**Minnesota Energy Resources**  
1377 Motor Parkway, Suite 401  
Islandia, NY 11749

### Need help?

Please call us at: 866-872-0052 (option 1)  
Email: [merc@appliedenergygroup.com](mailto:merc@appliedenergygroup.com)

Your rebate check will be mailed approximately four to six weeks after we receive a completed, eligible application including all required documentation.

#### Here's what you'll need to get started:

- **Must be an active Minnesota Energy Resources gas customer.**
- **Minnesota Energy Resources account number for home**
- **Customer and contractor contact information**
- **Proof of purchase**
- **Additional equipment or service documentation (if required)**

#### Proof-of-purchase requirements

**Retailer/contractor dated receipt or invoice must be attached and reflect the product(s) and or service(s) listed on the application and must include:**

- Retailer/contractor name, address and phone number
- Customer name
- Installation address
- Product(s) or service(s) details including:
  - Quantity
  - Manufacturer
  - Model number
  - Purchase price for each product or service
  - Installation costs (*if applicable*)
  - Installation date (*if installed by contractor*)

**We cannot process your application without proof of purchase.**

**We are unable to accept applications that do not include all of the requested information.**

**If information is missing, application will be returned.**



### Terms and conditions

This program offers financial incentives for the purchase and installation of new natural gas equipment. Applications will be processed on a first-come, first-served basis. To qualify for rebates, an applicant must meet the following eligibility requirements:

- Be a current residential Minnesota Energy Resources customer or property owner for the installation address associated with the account number provided. Furthermore, the equipment and/or measures installed and rebated must be installed at the property associated with this account number and must reduce use of natural gas energy.
- All equipment must be new. Refurbished or homemade systems are not eligible.
- To avoid delay, a final, itemized receipt for all material and labor related to the equipment and installation must be attached to this rebate application. Estimates and proposals will not be accepted, unless attached to receipt reflecting the identical amount. All applications must be received within 60 days of installation.
- Where applicable, energy efficiency ratings must comply with those listed in the Air-Conditioning, Heating and Refrigeration Institute (AHRI) Directory for space heating and water equipment. Ratings can be found by model number at [www.ahridirectory.org](http://www.ahridirectory.org).
- We reserve the right to request proof of payment. This can be either a credit card receipt or statement showing the charges paid to your contractor, or a copy of the front and back of a cashed check made out to your contractor and showing the payee name, date and amount.
- Rebate checks will be made payable to customer or property owner shown on receipt. This must match the customer or property owner of record. Installers or contractors are not eligible to receive their customer's rebates.
- If you are building a home, you must obtain an invoice from your builder or heating dealer. Only one rebate per piece of equipment.
- If more than one measure was installed, receipt must itemize costs for each measure.
- This program is subject to regulatory rules and orders. Minnesota Energy Resources reserves the right to change any portion of this program or to end this program without notice.
- All projects must comply with applicable federal, state and local laws and regulations, including building codes.

### Misrepresentation

Making false statements on any Minnesota Energy Resources application is punishable by law. Any person who knowingly files an application containing materially false information or who purposely conceals information commits a fraudulent act that subjects such person to criminal and civil penalties. Minnesota Energy Resources shall have the right to recover payments made in reliance on fraudulent or misrepresented information. This section shall not limit other remedies that may be available for the filing of false or fraudulent applications.

### Verification

Incomplete applications will be delayed. After approval, please allow four to six weeks for delivery of the rebate check. Minnesota Energy Resources reserves the right to inspect and verify any work before and/or after issuing rebates.

### Tax information

Rebates may be subject to federal and/or state income tax reporting. Applicant is responsible for contacting a qualified tax advisor to determine tax liability. Minnesota Energy Resources is not responsible for any tax consequences of the Minnesota Energy Resources rebate program.

### Disclaimer

Minnesota Energy Resources does not guarantee that installation of improvements for rebates will result in reduced energy usage or demand, or in cost savings. The Customer will hold harmless Minnesota Energy Resources and its officers, directors, shareholders, agents, employees, and representatives from all claims, liabilities, fines, interest, costs, expenses, and damages incurred by the Customer, for any damage, injury, death, loss or destruction of any kind to persons or property, to the extent the damage, injury, death, loss or destruction arises out of or is related to the conduct, negligence, willful misconduct, misrepresentation, breach of warranty or other breach of this application form on the part of Minnesota Energy Resources.



# Residential rebate application

Please complete all steps. All information must be filled out to ensure processing.

## STEP 1 Customer information

**Minnesota Energy Resources gas account number:**  
(Must be an active Minnesota Energy Resources gas customer.)

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Customer name (as it appears on bill)

**Installation address:**

Street

City State ZIP code

Telephone number

email (will be used for rebate program notifications)

**Name and address of property owner or landlord where rebate check should be sent, if different from above:**

Name

Street

City State ZIP code

## STEP 2 Household information

**Housing type (required):**

- Single-family dwelling
- Duplex
- Multi-family dwelling (5 units or more)
- Townhome
- Triplex
- Mobile home
- Four-plex

**Own or rent:**

- Owner occupied
- Landlord
- Tenant

**Equipment purchased is for:**

- New home construction (built in last 2 years)
- Addition to home
- Replacing old unit in existing home

Year home was built: \_\_\_\_\_ Square footage: \_\_\_\_\_

**How did you hear about this program? (Check all that apply):**

- In-home or online audit
- Another customer
- Contractor/retailer
- Billboard
- Bill insert
- Radio
- Web
- Email
- Other \_\_\_\_\_

## STEP 3 Contractor/dealer information

- Check here if self-installed

Company name

Contact name

Company street address

City State ZIP code

Telephone number

email (will be used for rebate program notifications)

- Please send me periodic rebate program alerts and updates.

## STEP 4 Contractor/dealer information and certification agreement

I certify that the indicated service, installation and/or inspection was completed in compliance with the Terms and Conditions of the program at the address shown. I certify that all information I provided in the application is correct.

Contractor/dealer signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STEP 5 Customer agreement

By signing this application, I agree to the Terms and Conditions set forth on this application. I further acknowledge that I am authorized and hereby grant Minnesota Energy Resources express permission to release to company partners the data provided in this application and other related account information, such as consumption data, needed for the sole purpose of energy efficiency evaluation, reporting and program alerts. I understand and agree that when participating in a Minnesota Energy Resources Energy Efficiency Program, I am solely responsible for the selection of any contractor that will perform work. All contractual arrangements are solely between me and the contractor. I, the Customer, will hold Minnesota Energy Resources and its officers, directors, shareholders, agents, employees and representatives from all claims, liabilities, fines, interest, cost, expenses, and damages incurred by me that arise out of my relationship with any contractor. If equipment is self-installed, I certify that equipment was installed at the address shown. I certify that all information I provided in the application is correct.

Customer signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature required to process rebate.**

We cannot process your application without proof of purchase. See page 1 of application for invoice requirements. We are unable to accept applications that do not include all of the requested information. If information is missing, application will be returned.

# Residential existing homes heating system tune-up rebate application

## STEP 6 Service information

Please complete the sections below and **attach** an **invoice** or **work order** for services rendered. Required information **must** be completed and submitted as part of application to be eligible for a rebate.

Please reference all rebate requirements prior to installation to ensure eligibility.

Make a separate entry for each system serviced. If more space is needed, please photocopy this form and submit with the application.

Service	Minimum efficiency	Rebate per unit
Natural gas heating system tune-up	Work must be performed by licensed HVAC technician	\$35

### Other requirements

- Heating system is only eligible for one tune-up rebate every two years.
- This rebate is only available to existing homes. New construction homes (built within the last two years) do not qualify.
- "Do-it-yourself" inspections do not qualify.
- Customers who have a service agreement with an HVAC dealer do qualify provided that a copy of the service contract is supplied with the application.
- Rebate cannot exceed the cost of tune-up.

## SERVICE INFORMATION

### Equipment information (to be completed by field technician)

#### System type

- Natural gas furnace  
 Integrated natural gas space and water heating  
 Natural gas boiler

Service date \_\_\_\_\_

Manufacturer \_\_\_\_\_

Approximate age of unit \_\_\_\_\_

Serial number (only required if applying for more than one heating system unit)

Tune-up performed as a part of a paid service contract:  Yes  No

The heating system thermostat is:

- Programmable  Non programmable

### Tune-up check list (to be completed by field technician)

- Perform carbon monoxide test and correct any safety issues.
- Check flame characteristics and adjust gas and/or air, if needed.
- Check flue gas path from burner to vent for cleanliness and cracks. Clean and report as necessary.
- Check the pilot/igniter for proper operation. Also check the flame sensor/pilot light shut down controls for proper operation.
- Check the condition of the furnace air filter. Recommend replacement if necessary.
- Check condition of fan motor(s) and pump motor (for boilers). Lubricate bearings as needed.
- Check the operational controls and adjust, if necessary.

\_\_\_\_\_  
 Technician signature and printed name

\_\_\_\_\_  
 Technician phone number

My water heater is fueled by:  Natural gas  Electricity  Other

### Free water conservation kit

- Yes, please send me a FREE water conservation kit (please allow 4-6 weeks for delivery)

Select one:

- Kit A: 2 low-flow showerheads, 1 kitchen faucet aerator, 2 bathroom faucet aerators
- Kit B: 1 low-flow showerhead, 1 kitchen faucet aerator, 2 bathroom faucet aerators

Maximum one kit per household.