

Commercial and industrial rebate application instructions

Applying for your rebate is easy!

Review the checklist 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 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.
- Keep** a copy for your records.

Mail:

Mail: Minnesota Energy Resources
P.O. Box 311
Hockessin, DE 19707

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

- Must be an active Minnesota Energy Resources natural gas customer
- Minnesota Energy Resources account number
- 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 or service date (*if installed by contractor*)

We cannot process your application without proof of purchase that contains all information specified above.

If information is missing, application will be returned.

Need help?

Please call us at: 866-872-0052, option 2
Email: 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.



General 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 commercial 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.
- For equipment rebates, 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 and water heating equipment. Ratings can be found by model number at www.ahridirectory.org. Submitting an AHRI or ENERGY STAR certificate with your application and invoice is highly recommended. The AHRI list of qualifying equipment is dynamic and changes frequently.
- 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.
- Participants understand they are not eligible to receive a rebate for this improvement earned under a different Minnesota Energy Resources program. Only one rebate per piece of equipment is permitted.
- 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.
- Minnesota Energy Resources is not responsible if the dealer does not provide accurate information about the amount of a rebate or equipment eligibility. It is the responsibility of the customer to ensure that the program requirements are met.

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 rebate form on the part of Minnesota Energy Resources.



Commercial and industrial rebate application

All information must be filled out and proof of purchase attached to ensure processing.
Mail to: Minnesota Energy Resources, P.O. Box 311 Hockessin, DE 19707

STEP 1 Customer information

Minnesota Energy Resources natural gas account number:

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Account holder/company name (as it appears on bill)

Installation address:

Street

City State ZIP code

Contact person:

Name

Telephone number

email (will be used for rebate program notifications)

Mailing address (If different from installation address)

Street

City State ZIP code

Rebate check payable to:

Send rebate check to: Installation address Mailing address

STEP 2 Facility information

New construction Existing

Year built: _____ Square footage: _____

Own or rent:

Owner occupied Tenant

Property management/landlord

How did you hear about Minnesota Energy Resources' rebate program? (Check all that apply):

Contractor/dealer Bill insert Email

Another customer Utility contact Other _____

Social media Web

Building audit/Benchmarking/BOC

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)

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 harmless 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 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. If information is missing, application may be returned.

Commercial and industrial furnace 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 service to ensure eligibility.

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

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

Other requirements

- **Furnace is only eligible for one tune-up rebate every two years.**
- This rebate is only available to existing buildings. New construction (built within the last two years) does 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.

SERVICE INFORMATION

Equipment information (to be completed by HVAC technician)

Service date _____

Manufacturer _____

Approximate age of unit _____

Btu/hr input _____

Serial number (only required 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 checklist (to be completed by HVAC 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. Check the flame sensor/pilot light shut down controls for proper operation.
- Check the condition of the furnace air filter. Replace if necessary.
- Check condition of fan motor(s). Lubricate bearings as needed.
- Check the operational controls and adjust, if necessary.

Technician signature and printed name _____

Technician phone number _____

Required building information Square footage: _____ Number of floors: _____

Choose your building type (required):

- | | | | |
|---|---|--|--------------------------------------|
| <input type="checkbox"/> Convenience store | <input type="checkbox"/> Middle/High school | <input type="checkbox"/> Health clinic | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> College/University | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Hospital | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Elementary school | <input type="checkbox"/> Lodging | <input type="checkbox"/> Office | <input type="checkbox"/> Restaurant |
| | | | <input type="checkbox"/> Multifamily |
| | | | <input type="checkbox"/> Warehouse |