

Residential 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 service meets the eligibility guidelines. All services require proof of purchase and may need additional documentation. See proof of purchase requirements and review the "Terms & Conditions" on Page 2 of this form to ensure all program criteria are met.
- Purchase** qualifying service. The rebate application must be received within 60 days of installation. Work with your contractor to complete and submit the application.
- Complete** all numbered steps in the application. Note: providing your email address will expedite any issues with your application.
- Print, sign and date** the application.
- Mail** your completed application and documentation. Note: only the pages with numbered steps (page 3 of this document) need to be submitted.
- Keep** a copy for your records.

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
cashrebatesnow.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:

- Minnesota Energy Resources account number for home
- Customer and contractor contact information
- Proof of purchase
- Additional service documentation

Proof of purchase requirements:

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

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

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

If information is missing, application will be returned.

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 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.
- **For equipment rebates, all equipment must be new. Refurbished or homemade systems are not eligible. Equipment installed under manufacturer warranty replacement does not qualify for a rebate.**
- 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.
- 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.
- Where applicable, energy efficiency ratings must comply with those listed in the Air-Conditioning, Heating and Refrigeration Institute (AHRI) Directory, ENERGY STAR, and the Home Ventilation Institute (HVI) for space heating and water equipment. Ratings can be found by model number at www.ahridirectory.org, www.energystar.gov or www.hvi.org. Submitting an AHRI, ENERGY STAR or HVI certificate with your application and invoice is highly recommended. These lists and directories for qualifying equipment are dynamic and change 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.
- Contractors performing work on their own properties must provide proof of purchase and payment.
- If you are building a home, you must obtain an invoice from your builder or heating dealer. Only one rebate per piece of equipment.
- 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.

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 heating system tune-up rebate application

Minnesota Energy Resources is a natural gas utility serving 179 communities across Minnesota. You must be a customer with an active account to participate. All information must be filled out and proof of service attached to ensure processing. Mail to: Minnesota Energy Resources, 1377 Motor Parkway, Suite 401 Islandia, NY 11749

STEP 1 Customer information

Minnesota Energy Resources account number located on your gas bill:

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|

STOP Only continue if you are a Minnesota Energy Resources natural gas customer.

Customer name *(as it appears on bill)*

Installation address:

Street _____

City _____ State _____ ZIP code _____

Telephone number _____

email *(will be used for rebate program notifications)* _____

Rebate check payable to: _____
Name must appear on invoice or account.

Mailing address:
(if different from installation address)

Street _____

City _____ State _____ ZIP code _____

STEP 2 Household information

Housing type (required): Single-family Townhome/Condo
 Multi-family (2 units or more)

Is this a rental property? Yes No

Applicant is: Tenant Landlord Homeowner

Year home was built: _____ Square footage: _____

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

Other requirements

- **Must attach service contract, work order or invoice for services rendered.**
- **Heating system is only eligible for one tune-up rebate every two years.**
- New construction homes (built within the last two years) do not qualify.
- "Do-it-yourself" inspections do not qualify.
- Service agreements provided by HVAC dealers qualify.

STEP 3 Service information *(must be completed by field technician)*

System type (Required) Natural gas furnace Natural gas boiler
 Integrated natural gas space and water heating

Manufacturer _____ Serial number _____

Approximate age of unit _____

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

The heating system thermostat is: Programmable Non-Programmable

Tune-up requirements

- 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.
- Check condition of fan motor(s) or pump motor (for boilers). Lubricate bearings as needed.
- Check the operational controls and adjust, if necessary.

STEP 4 Contractor/dealer information and certification agreement (required)

I certify that the indicated service 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.

Company name _____ Company address _____

Contractor name (please print) _____ Contractor signature (required) _____ 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. I certify that equipment was installed at the address shown. I certify that all information I provided in the application is correct.

Customer signature (required): _____ Date: _____