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friendly hometown values

Office Use Only	
Pre-approval:	_____
Expiration:	_____
Rebate:	_____
Month/Year:	_____

Residential Ductless and Ducted Mini-Split Heat Pump (DHP) Rebate Application

Please complete this application, and sign and date it. All information is required to process rebate(s). Before installation, submit application with customer information, AHRI number, manufacturer, and indoor and outdoor model numbers. After installation, submit completed application and final invoice(s).

All systems must:

1. Be listed on BPA's DHP Qualified Product List.
2. Be installed according to the Best Practices for Installing Ductless Heat Pumps Guide.
3. Be installed in accordance with manufacturer specifications, including adherence to proper refrigerant charging.
4. Meet local utility requirements.

What is Being Installed? (Select One)	Eligible Home Types (Select One)	Eligible Existing Heating System Being Displaced (Select One)
<input type="checkbox"/> Single Ductless Indoor Head <input type="checkbox"/> Single Ducted Mini-Split ¹ <input type="checkbox"/> Multiple Ductless Indoor Heads <input type="checkbox"/> Multiple Indoor Ducted Mini-Splits ¹ <input type="checkbox"/> Combination Ductless/Ducted Mini-Splits	<input type="checkbox"/> Existing Single Family <input type="checkbox"/> Existing Manufactured <input type="checkbox"/> New Manufactured <input type="checkbox"/> New Single Family (in all states except WA) <i>New Single-Family homes in Oregon, see additional requirement below.*</i>	<input type="checkbox"/> Electric Forced Air Furnace <input type="checkbox"/> Electric Zonal ²
<input type="checkbox"/> Ductless Heat Pump Upgrade	<input type="checkbox"/> Existing Single Family <input type="checkbox"/> Existing Manufactured	<input type="checkbox"/> Ductless Heat Pump
*Oregon New Single Family <u>only</u>	To qualify for a DHP incentive, utilities must document that a high-efficiency water heater is installed in the home to meet Oregon Building Code.	High-efficiency water heater? <input type="checkbox"/> Yes <input type="checkbox"/> No

¹ Ducted Mini-Splits do not include whole-home centrally ducted systems. See PTCS Air Source Heat Pumps for information on whole-home centrally ducted systems. ² Zonal heating includes electric, non-ducted: Ceiling cable, wall, baseboard, plug-in and an electric boiler/water heater attached to a hydronic floor heating system.

Household Information

Customer Name:			
Customer Electric Utility Name:		Utility Account Number:	
Installation Address:		City	State
Year Built:	Total Heated Area of the Home:	Customer Phone:	
	Sq Ft.		
<i>Mailing address, if different:</i>			
Customer Signature:			Date:

The undersigned Monmouth Power & Light (MPL) customer requests and authorizes MPL to release billing and usage information for the account listed below to BPA or its agent. With this authorization, BPA can request billing information for up to two years pre-installation, and two years post-installation. The MPL customer also hereby releases MPL from any and all liability arising from or connected with providing this information. The homeowner also agrees to the terms and conditions listed on the back of this form. Please contact MPL to confirm program requirements before equipment is ordered.

Installation Information

Utilities: Please consider whether to include a Privacy Act Notice to your customers in this form.

AHRI Certified Reference #:		HSPF Rating:	Installation Date:
Outdoor Unit Manufacturer:		Outdoor Unit Model(s) #:	
Associated Indoor Units	Indoor Unit Model Number(s)	Associated Indoor Units	Indoor Unit Model Number(s)
Indoor Unit 1:		Indoor Unit 3 (if installed)	
Indoor Unit 2 (if installed):		Indoor Unit 4 (if installed)	
Total Installed Cost (before rebates): \$		Additional repair cost (if low income): \$	

Contractor Signature Release

By signing below, the contractor certifies that this invoice form and all accompanying documents are complete and accurate. The signature certifies that the contractor is licensed, bonded, insured, has been trained by the manufacturer of the installed product and has received project contractor orientation. By signing this, the contractor has read and understood the terms and conditions listed on this form and/or project information on the NW Ductless Heat Pump Project website at www.goingductless.com.

Company:	Installer Name:	
Installer Email:	Office Phone:	Cell Phone:
Installer Signature:		
<input type="checkbox"/> Yes, I have included a copy of the job's sales invoice for proof of installation.		
<input type="checkbox"/> Yes, I have installed refrigerant line protection on entire length of exterior and insulated refrigerant lines. See below for details.		
<input type="checkbox"/> Yes, I have installed the system in accordance with manufacturer specifications, including adherence to proper refrigerant charging.		
<input type="checkbox"/> Yes, I have all required licenses, registrations, certifications and permits for the work performed at the site address on this form.		

Terms and Conditions

OFFICIAL FORM: This form and any required additional documentation, including installation invoice, must be filled out completely, truthfully and accurately. Project details, including incentives, are subject to change without prior notice.

CONTRACTOR RESPONSIBILITY: It is the responsibility of the contractor to fully fill out this form at the time of installation, and to ensure this form has been signed by both the contractor and homeowner.

HOMEOWNER ELIGIBILITY: To be eligible for incentive payment, the home must have permanently installed electric resistance heat as the primary heating system. Qualifying applications are Single-Family Homes with zonal electric heat, Single-Family Homes with electric forced-air furnaces, and Manufactured Homes with electric forced-air furnaces. A qualifying home cannot: (i) be new construction, (ii) have a fossil fuel central forced-air or fossil fuel hydronic heating system, nor (iii) have a ducted heat pump system.

SYSTEM ELIGIBILITY: To be eligible for incentive payment, ductless heat pumps installed must be: a split system heat pump employing an inverter-driven, variable-speed compressor, a variable-speed outdoor fan, and a multi-speed or variable-speed indoor blower. Additionally, indoor units using any type of field installed duct system are NOT eligible.

CONTRACTOR ELIGIBILITY: Contractors must be licensed, bonded and insured, have successfully completed manufacturer sponsored training for equipment being installed and have attended an orientation provided by the NW Ductless Heat Pump Project (the Project) available at <http://goingductless.com/partners/contractors>.

CONTRACTOR REMOVAL: Non-compliance with installation specifications and/or Quality Assurance Inspections may trigger a performance review of the installation contractor. This review will be conducted by the NW Ductless Heat Pump Project Quality Assurance team. The performance review may result in suspension or permanent removal from participation. Findings of the performance review will be communicated, in writing, to the installation contractor and participating utility along with terms of suspension or removal.

VERIFICATION AND INSPECTION: Participating homes are subject to random onsite inspections in order to verify that installations meet Manufacturer specifications and that the home meets eligibility guidelines. You may be contacted by phone or email to schedule an inspection. No warranty is implied by this inspection.

TAX LIABILITY: Neither MPL, BPA, nor the contractor are responsible for any tax liability which may be imposed on the Participant as a result of payment of any incentives or as a result of obtaining financing.

ENDORSEMENT: The NW Ductless Heat Pump Project does not endorse any particular manufacturer, contractor or product in promoting ductless heat pumps. The fact that the names of particular manufacturers, contractors, or products may appear on Project materials does not constitute an endorsement. Manufacturers, contractors, or products not mentioned are not implied to be unsuitable or defective in any way.

SAFETY AND BUILDING CODES: The Participant agrees to pursue compliance with federal, state, and local building and environmental codes for the installation of this product. The contractor certifies products have been installed consistent with manufacturer instructions.

PROPERTY RIGHTS: The Participant must have proper authority to install the ductless heat pump system on the designated property or has obtained any necessary consent from the landlord.

ACCESS AND EVALUATION: The Project and its representatives may request access to the property on which the ductless heat pump system was installed to review and evaluate the system during and after Project completion. The Participant agrees to provide reasonable access to the property for the purposes described herein. In addition, the Project may contact the Participant for survey participation and Project feedback.

REFRIGERANT LINE PROTECTION: At the time of installation, contractor must protect all exterior, insulated refrigerant lines. Protection is either UV-resistant tape wrapped around insulated refrigerant lines or rigid line hides installed over insulated refrigerant lines.

Return completed application to: mpl@ci.monmouth.or.us

Or mail to: Monmouth Power & Light • Attn: Energy Efficiency Rebates • 780 Ecols Street S. • Monmouth, OR 97361

Allow 8-10 weeks for processing