# 2022 Central AC 2-Year Clean & Tune-Up Rebate Application

**SECTION A. CUSTOMER INFORMATION (please print)**

**Step 1:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>Installation Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Mailing Address (if different from installation address)</td>
<td>City</td>
</tr>
<tr>
<td>Contact Phone Number (with area code)</td>
<td>E-mail Address</td>
</tr>
</tbody>
</table>

**Step 2:**

- [ ] Please apply rebate to my account.
- [ ] Please send me a rebate check.

Rebates $75 and under will be applied to your account. If a box is not checked a bill credit will automatically be issued.

**Step 3:**

**How did you hear about CONSERVE & SAVE?**

- [ ] Billboard
- [ ] Chamber of Commerce
- [ ] Contractor
- [ ] Newspaper
- [ ] Radio
- [ ] Retailer/Vendor
- [ ] Social Media
- [ ] TV
- [ ] Utility Newsletter
- [ ] Utility Representative
- [ ] Utility Web Site
- [ ] Other ____________________________

**Step 4:**

- I am a: [ ] Residential Customer [ ] Commercial Customer
- My building type is: [ ] Single Family [ ] Multi-Family buildings with 2 or more units
- I am a: [ ] Owner/Occupant [ ] Owner/Non-Occupant [ ] Renter
- My home/business is heated by: [ ] Electric [ ] Gas [ ] Don’t Know
- My water heating is: [ ] Electric [ ] Gas [ ] Don’t Know

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**SIGNATURE:** I certify:

- I have completely filled out Section A
- I have read, understand, and agree to the terms and conditions – Section D, #1
- I have attached a copy of the service invoice – Section D, #3
- All equipment has been installed at the address listed in Section A

CUSTOMER SIGNATURE________________________ Date________________

TECHNICIAN SIGNATURE______________________ Date________________

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**OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas</td>
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</tr>
<tr>
<td>Electric</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td></td>
</tr>
<tr>
<td>Total Rebate Amount:</td>
<td></td>
</tr>
<tr>
<td>Date Received</td>
<td></td>
</tr>
<tr>
<td>Date Processed</td>
<td></td>
</tr>
<tr>
<td>Appliance/Equipment</td>
<td></td>
</tr>
<tr>
<td>ID__________________ Verified By__________</td>
<td></td>
</tr>
<tr>
<td>FILE NAME:</td>
<td></td>
</tr>
</tbody>
</table>
SECTION B. CONTRACTOR INFORMATION  (This section to be completed by contractor.) PLEASE PRINT

ALL SERVICE WORK MUST BE PERFORMED BY A PROFESSIONAL HVAC SERVICE TECHNICIAN.

Business Name

Technician Name

Mailing Address

City

State

Zip Code

Contact Phone Number (with area code)

E-mail Address

SECTION C. EQUIPMENT & SERVICE INFORMATION  (This section to be completed by contractor.) PLEASE PRINT

CENTRAL AIR CONDITIONER EQUIPMENT INFORMATION:  

(For multiple units, attach a list of serial numbers for each unit serviced.)

Manufacturer

Serial Number

Quantity

Model Name

Model Number

Age of Central Air Conditioner Unit

Cooling Capacity (tons)

SEER Rating

SERVICE INFORMATION:

Date of Service: ____________________________

Cost of Service: ____________________________

Service Checklist: TECHNICIAN: Please sign the front of this application to certify all checklist items have been completed!

☐ Check voltage/amperage

☐ Check thermostat operation and control sequence

☐ Inspect belt condition

☐ Inspect and lubricate blower

☐ Check coolant level and pressure

☐ Clean and inspect condenser coil

☐ Clean condensate drain line

☐ Clean, inspect, and lubricate motors

☐ Clean or replace air filter

☐ Confirm proper air flow

☐ Perform visual inspection of entire air conditioner system

SECTION D. REBATE APPLICATION CHECKLIST

This program offers a $25 rebate for the completion of a professional clean and tune-up of your central air conditioner. Use this checklist to complete the steps to receive your rebate:

1. Read the following terms and conditions to determine if you are eligible for a rebate:
   • Only one service address per application per year. This program is only for existing homes and small commercial customers with central air conditioners or air source heat pumps less than or equal to 5.5 tons (66,000 btu’s). New construction is not eligible. **Customers are eligible for a tune-up rebate every two years.** Customers who have a service agreement with an HVAC dealer are eligible provided that the service contract is provided with the rebate application.
   • The Utility reserves the right to apply rebates to past due accounts. Rebates $75 and under will be applied to your account. Rebates will not exceed the cost of service.
   • Central Air Conditioner Clean & Tune-Up must be performed on equipment connected to an electric service supplied by Austin Utilities, Owatonna Public Utilities, or Rochester Public Utilities and is subject to inspection.
   • The Central Air Conditioner Clean & Tune-Up service must be performed by a professional HVAC service technician. Austin Utilities, Owatonna Public Utilities, and Rochester Public Utilities assume no liability for any incidental or consequential damages resulting from the Central Air Conditioner Clean & Tune-Up service provided by the service technician. The Utility reserves the right to reject any rebate application submitted as a result of work performed by a contractor who has failed to adhere to the terms and conditions established for the rebate program.
   • The Central Air Conditioner Clean & Tune-Up service must meet the Minimum Service Requirements as specified in this rebate application Section C. EQUIPMENT & SERVICE INFORMATION.
   • Due to limited funding, this rebate offer can be withdrawn at any time without notice. Applications will be processed on a first-come, first-served basis. All applications from this year’s purchases (2022) must be received by March 31, 2023.
   • Rebates can only be offered on Central Air Conditioner Clean & Tune-Up services that are completed while funding is in effect. In the event our program is discontinued due to depleted funds, we will not provide a rebate for Clean & Tune-Up services completed between the discontinued date and the end of that year.

2. Customer must complete Section A. Contractor must complete Sections B and C making sure to fill out all required sections in detail. Allow 6-8 weeks for processing. Missing or incorrect information will increase the processing time.

3. Include a final, detailed copy of the original service receipt or invoice showing the customer name as well as the date, description, and cost of service.

4. Sign the application.

5. Information contained in this rebate application may be shared with the Minnesota Department of Commerce and our co-op partners.

6. Mail or email completed forms and required documentation to your utility provider:

   Austin Utilities
   Attn: Rebate Processing
   1908 14th St NE
   Austin, MN 55912-4904
   507-433-8886
   www.austinutilities.com
   rebates@austinutilities.com

   Owatonna Public Utilities
   Attn: Rebate Processing
   PO Box 800
   Owatonna, MN 55060-0800
   507-451-2480
   www.owatonnaultilities.com
   rebates@owatonnautilities.com

   Rochester Public Utilities
   Attn: Rebate Processing
   4000 E River Rd NE
   Rochester, MN 55906-2813
   507-280-1500
   www.rpu.org
   rebates@rpu.org