

CONSERVE & \$AVE™

2024 CENTRAL AC & AIR SOURCE HEAT PUMP TUNE-UP REBATE APPLICATION

SECTION A. CUSTOMER INFORMATION (please print)

Step 1:

Customer Name (as it appears on your utility bill)	Account Number		
Installation Address	City	State	Zip Code
Mailing Address (if different from installation address)	City	State	Zip Code
<div style="display: flex; justify-content: space-between;"> Home Cell Other: </div>	Contact Phone Number (with area code)		
E-mail Address			

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™? (pick one)

<input type="checkbox"/> Billboard	<input type="checkbox"/> Chamber of Commerce	<input type="checkbox"/> Contractor	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Radio
<input type="checkbox"/> Retailer/Vendor	<input type="checkbox"/> Social Media	<input type="checkbox"/> TV	<input type="checkbox"/> Utility Newsletter	<input type="checkbox"/> Utility Representative
<input type="checkbox"/> Utility Web Site	<input type="checkbox"/> Other _____			

Step 4:

I am a: <input type="checkbox"/> Residential Customer <input type="checkbox"/> Commercial Customer	My building type is: <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <i>buildings with 2 or more units</i>	I am a: <input type="checkbox"/> Owner/Occupant <input type="checkbox"/> Owner/Non-Occupant <input type="checkbox"/> Renter	My home/business is heated by: <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Don't Know	My water heating is: <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Don't Know
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SIGNATURE: By typing my first and last names in the CUSTOMER SIGNATURE box below, I am signing this document and certify:
 I have completely filled out Section A
 All equipment has been installed at the address listed in 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

Allow 6-8 weeks for processing.
Missing or incorrect information will increase the processing time.

CUSTOMER SIGNATURE _____ Date _____

TECHNICIAN SIGNATURE _____ Date _____

TEAMING UP TO SAVE YOU MONEY

CONSERVE & \$AVE™

OFFICE USE ONLY Gas Electric Water **Total Rebate Amount:**

Date Received _____ Date Processed _____

Appliance/Equipment _____

\$

ID _____ Verified By _____ FILE NAME: _____

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

EQUIPMENT TYPE: Central AC Air Source Heat Pump Window/room air conditioners and mini-split units do not qualify.

Manufacturer _____ Serial Number _____
Model Name _____ Model Number _____ Quantity _____
Age of Equipment _____ Cooling Capacity (tons) _____ IEER/SEER Rating _____
(For multiple units, attach a list of serial numbers for each unit serviced.)

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 Clean and inspect condenser coil
- Check thermostat operation and control sequence Clean condensate drain line
- Inspect belt condition Clean, inspect, and lubricate motors
- Inspect and lubricate blower Clean or replace air filter
- Check coolant level and pressure 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 tune-up of your central air conditioner or air source heat pump. 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. 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.
 - The Central AC & Air Source Heat Pump Tune-Up (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 tune-up 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 tune-up 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 tune-up 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 (2024) must be received by March 31, 2025.
 - Rebates can only be offered on tune-ups 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 tune-ups 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. Submit completed forms and required documentation to your utility provider:

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

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

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