

# CONSERVE & \$AVE™

## 2025 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	
		MN	
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;"> <span>Home</span> <span>Cell</span> <span>Other:</span> </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:

<b>I am a:</b> <input type="checkbox"/> Residential Customer <input type="checkbox"/> Commercial Customer	<b>My building type is:</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> buildings with 2 or more units	<b>I am a:</b> <input type="checkbox"/> Owner/Occupant <input type="checkbox"/> Owner/Non-Occupant <input type="checkbox"/> Renter	<b>My home/business is heated by:</b> <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Don't Know	<b>My water heating is:</b> <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

CONSERVATION SERVICES

PUBLIC UTILITIES

WE PLEDGE, WE DELIVER™

CONSERVE & \$AVE™

OFFICE USE ONLY

Gas     Electric     Water

Date Received \_\_\_\_\_ Date Processed \_\_\_\_\_

Appliance/Equipment \_\_\_\_\_

ID \_\_\_\_\_ Verified By \_\_\_\_\_ FILE NAME: \_\_\_\_\_

**Total Rebate Amount:**

\$

**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**

**FIRST UNIT 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 \_\_\_\_\_

Cooling Capacity (tons) \_\_\_\_\_ IEER/SEER Rating \_\_\_\_\_ HSPF Rating (Heat Pumps only) \_\_\_\_\_

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

Manufacturer \_\_\_\_\_ Serial Number \_\_\_\_\_ (For additional units, attach a list of serial numbers for each unit serviced.)

Model Name \_\_\_\_\_ Model Number \_\_\_\_\_ Quantity \_\_\_\_\_

Cooling Capacity (tons) \_\_\_\_\_ IEER/SEER Rating \_\_\_\_\_ HSPF Rating (Heat Pumps only) \_\_\_\_\_

**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!**

**CHOOSE ONE:**

**OPTION 1: \$20 REBATE**

**Coil cleaning and filter change/cleaning** *(one rebate per cooling unit every two years)*

- Perform visual inspection of entire cooling system      Notes/comments:
- Clean or replace air filter as needed
- Inspect and clean condenser coil

**OPTION 2: \$40 REBATE**

**Refrigerant charge and airflow adjustment** *(one rebate per cooling unit every five years)*

- Perform visual inspection of entire cooling system      Notes/comments:
- Check refrigerant charge level and correct as necessary
- Check airflow and adjust as necessary

**OPTION 3: \$60 REBATE (INCLUDES OPTIONS 1 AND 2)**

**Coil cleaning, filter change/cleaning, refrigerant charge, and airflow adjustment** *(one rebate per cooling unit every five years)*

- Perform visual inspection of entire cooling system      Notes/comments:
- Clean or replace air filter as needed
- Inspect and clean condenser coil
- Check refrigerant charge level and correct as necessary
- Check airflow and adjust as necessary

## SECTION D. REBATE APPLICATION CHECKLIST

This program offers a \$20-\$60 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 to five years, depending on the service performed (see SECTION C).** 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 (2025) must be received by March 31, 2026.
  - 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 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. 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](http://www.austinutilities.com)

**Apply by Email:** [rebates@austinutilities.com](mailto: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](http://www.owatonnautilities.com)

**Apply by Email:** [rebates@owatonnautilities.com](mailto:rebates@owatonnautilities.com)

### Rochester Public Utilities

**Apply by Mail:** Attn: Rebate Processing  
4000 E River Rd NE  
Rochester, MN 55906-2813  
507-280-1500

**Apply Online:** [www.rpu.org](http://www.rpu.org)

**Apply by Email:** [rebates@rpu.org](mailto:rebates@rpu.org)

***Thank you for purchasing new, efficient appliances and equipment  
and for applying for a CONSERVE & SAVE™ rebate!***

When purchasing new items, continue to look for the Energy Star®, Energy Star® Most Efficient, and WaterSense® labels.

By doing so, you will save energy, water, and money while ensuring product performance.

Austin, Owatonna, and Rochester Public Utilities may also offer a CONSERVE & SAVE™ rebate on your purchase!

For a complete list of available rebates, amounts, and to download rebate applications with minimum efficiency requirements and complete terms and conditions, visit your utility's website:

[www.austinutilities.com](http://www.austinutilities.com) • [www.owatonnautilities.com](http://www.owatonnautilities.com) • [www.rpu.org](http://www.rpu.org)

