

# 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;"> <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 <i>buildings with 2 or more units</i>	<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

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:**

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