

## Residential rebate application instructions

### Applying for your rebate is easy!

Review the check list below, complete, print, sign the application, and submit.

#### Checklist for completing your application

- Read** the terms and conditions to determine if you are eligible for a rebate.
- Verify** the equipment you install meets the specifications and equipment or service guidelines. All products require proof of purchase and may require additional documentation depending on the equipment or service installed. See proof of purchase requirements.
- Purchase and install** qualifying equipment or service. The rebate application must be received within 60 days of installation. Work with your contractor to complete and submit the application.
- Complete** steps 1-6 of the application.  
Note: providing your e-mail address will expedite any issues with your application.
- Print, sign and date** the application.
- Mail** your completed application and documentation.  
Note: only the pages with Steps 1-6 (pages 3 and 4 of this document) need to be submitted.
- Keep** a copy for your records.

### Mail:

**Minnesota Energy Resources**  
1377 Motor Parkway, Suite 401  
Islandia, NY 11749

### Need help?

Please call us at: 866-872-0052, option 1  
Email: [merc@appliedenergygroup.com](mailto:merc@appliedenergygroup.com)

Your rebate check will be mailed approximately four to six weeks after we receive a completed, eligible application including all required documentation.



### Here's what you'll need to get started:

- **Minnesota Energy Resources account number for home**
- **Customer and contractor contact information**
- **Proof of purchase**
- **Additional equipment or service documentation (if required)**

### Proof of purchase requirements:

**Retailer/contractor dated receipt or invoice must be attached and reflect the product(s) and or service(s) listed on the application and must include:**

- Retailer/contractor name, address and phone number
- Customer name
- Installation address
- Product(s) or service(s) details including:
  - Quantity
  - Manufacturer
  - Model number
  - Purchase price for each product or service
  - Installation costs (*if applicable*)
  - Installation or service date (*if installed by contractor*)

**We cannot process your application without proof of purchase that contains all information specified above.**

**If information is missing, application will be returned.**

### General terms and conditions

This program offers financial incentives for the purchase and installation of new natural gas equipment. Applications will be processed on a first-come, first-served basis. To qualify for rebates, an applicant must meet the following eligibility requirements:

- Be a current residential Minnesota Energy Resources customer or property owner for the installation address associated with the account number provided. Furthermore, the equipment and/or measures installed and rebated must be installed at the property associated with this account number and must reduce use of natural gas energy.
- For equipment rebates, all equipment must be new. Refurbished or homemade systems are not eligible.
- To avoid delay, a final, itemized receipt for all material and labor related to the equipment and installation must be attached to this rebate application. Estimates and proposals will not be accepted, unless attached to receipt reflecting the identical amount.
- All applications must be received within 60 days of installation.
- Where applicable, energy efficiency ratings must comply with those listed in the Air-Conditioning, Heating and Refrigeration Institute (AHRI) Directory for space heating and water equipment. Ratings can be found by model number at [www.ahridirectory.org](http://www.ahridirectory.org).
- Submitting an AHRI or ENERGY STAR certificate with your application and invoice is highly recommended. The AHRI list of qualifying equipment is dynamic and changes frequently.
- We reserve the right to request proof of payment. This can be either a credit card receipt or statement showing the charges paid to your contractor, or a copy of the front and back of a cashed check made out to your contractor and showing the payee name, date and amount.
- Rebate checks will be made payable to customer or property owner shown on receipt. This must match the customer or property owner of record. Installers or contractors are not eligible to receive their customer's rebates.
- If you are building a home, you must obtain an invoice from your builder or heating dealer. Only one rebate per piece of equipment.
- Participants understand they are not eligible to receive a rebate for this improvement earned under a different Minnesota Energy Resources program. Only one rebate per piece of equipment is permitted.
- If more than one measure was installed, receipt must itemize costs for each measure.
- This program is subject to regulatory rules and orders. Minnesota Energy Resources reserves the right to change any portion of this program or to end this program without notice.
- All projects must comply with applicable federal, state and local laws and regulations, including building codes.
- Minnesota Energy Resources is not responsible if the dealer does not provide accurate information about the amount of a rebate or equipment eligibility. It is the responsibility of the customer to ensure that the program requirements are met.

### Misrepresentation

Making false statements on any Minnesota Energy Resources application is punishable by law. Any person who knowingly files an application containing materially false information or who purposely conceals information commits a fraudulent act that subjects such person to criminal and civil penalties. Minnesota Energy Resources shall have the right to recover payments made in reliance on fraudulent or misrepresented information. This section shall not limit other remedies that may be available for the filing of false or fraudulent applications.

### Verification

Incomplete applications will be delayed. After approval, please allow four to six weeks for delivery of the rebate check. Minnesota Energy Resources reserves the right to inspect and verify any work before and/or after issuing rebates.

### Tax information

Rebates may be subject to federal and/or state income tax reporting. Applicant is responsible for contacting a qualified tax advisor to determine tax liability. Minnesota Energy Resources is not responsible for any tax consequences of the Minnesota Energy Resources rebate program.

### Disclaimer

Minnesota Energy Resources does not guarantee that installation of improvements for rebates will result in reduced energy usage or demand, or in cost savings. The Customer will hold harmless Minnesota Energy Resources and its officers, directors, shareholders, agents, employees, and representatives from all claims, liabilities, fines, interest, costs, expenses, and damages incurred by the Customer, for any damage, injury, death, loss or destruction of any kind to persons or property, to the extent the damage, injury, death, loss or destruction arises out of or is related to the conduct, negligence, willful misconduct, misrepresentation, breach of warranty or other breach of this application form on the part of Minnesota Energy Resources.



# Residential existing homes rebate application

Minnesota Energy Resources is a natural gas utility serving 179 communities across Minnesota. You must be a customer with an active account to participate.

All information must be filled out and proof of purchase attached to ensure processing. Mail to: Minnesota Energy Resources, 1377 Motor Parkway, Suite 401 Islandia, NY 11749

## STEP 1 Customer information

Minnesota Energy Resources account number located on your gas bill:

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Customer name (as it appears on bill)

Installation address:

Street

City State ZIP code

Telephone number

email (will be used for rebate program notifications)

Rebate check payable to:

Name must appear on invoice or account.

Mailing address: (if different from installation address)

Street

City State ZIP code

## STEP 2 Household information

Housing type (required):

- Single-family dwelling
- Duplex
- Multi-family dwelling (5 units or more)
- Townhome
- Triplex
- Mobile home
- Four-plex

Own or rent:

- Owner occupied
- Landlord
- Tenant

Equipment purchased is for:

- Addition to home
- Replacing old unit in existing home

Year home was built: \_\_\_\_\_ Square footage: \_\_\_\_\_

How did you hear about this program? (Check all that apply):

- In-home or online audit
- Another customer
- Contractor/retailer
- Billboard
- Bill insert
- Radio
- Web
- Email
- Other \_\_\_\_\_

## STEP 3 Contractor/dealer information

Company name

Contact name

Company street address

City State ZIP code

Telephone number

email (will be used for rebate program notifications)

- Please send me periodic rebate program alerts and updates.

## STEP 4 Customer agreement

By signing this application, I agree to the Terms and Conditions set forth on this application. I further acknowledge that I am authorized and hereby grant Minnesota Energy Resources express permission to release to company partners the data provided in this application and other related account information, such as consumption data, needed for the sole purpose of energy efficiency evaluation, reporting and program alerts. I understand and agree that when participating in a Minnesota Energy Resources Energy Efficiency Program, I am solely responsible for the selection of any contractor that will perform work. All contractual arrangements are solely between me and the contractor. I, the Customer, will hold Minnesota Energy Resources and its officers, directors, shareholders, agents, employees and representatives from all claims, liabilities, fines, interest, cost, expenses, and damages incurred by me that arise out of my relationship with any contractor. If equipment is self-installed, I certify that equipment was installed at the address shown. I certify that all information I provided in the application is correct.

Customer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature required to process rebate.

We cannot process your application without proof of purchase. See page 1 of application for invoice requirements. We are unable to accept applications that do not include all of the requested information. If information is missing, application will be returned.

# Residential existing homes community energy services rebate application

## STEP 5 Improvement information

Please complete all information for the installed measure for which you seek a rebate. Required information **must** be completed and submitted as part of application to be eligible for a rebate.

Please reference all rebate requirements prior to installation to ensure eligibility.

Make a separate entry for each measure installed. If more space is needed, please photocopy this form and submit with the application.

Measure	Requirements		Rebate
	Pre-installation	Post-installation	
Sidewall insulation	Where no insulation previously existed	Minimum of R-13	\$425*
Foundation/rim joist insulation (Rim joist must be spray foam)	Where no insulation previously existed	Minimum of R-19/R-10	\$425*
Rim joist insulation only (Must be spray foam)	Where no insulation previously existed (remove old batt insulation)	Minimum of R-10	\$125*
Floor above unconditioned space	Where no insulation previously existed	Minimum of R-30 or as much as space allows	\$200*
Air sealing only		25% reduction	\$300*
Air sealing and attic insulation	Where less than R-30 existed	25% reduction; minimum of R-44	\$650*

\* Rebate amount is 50 percent of total improvement cost, up to maximum rebate listed above.

## Other requirements

- **All applications must be for work performed by an Authorized Insulation Contractor (AIC) without exception.**
- Self-installed insulation work does not qualify. AICs and their families are prohibited from program participation if the work was performed by them or their company. Heating system must be fueled by natural gas.
- Pre- and post-blower door and combustion safety testing is required for all insulation jobs. Contractors will be requested to explain why they were unable to meet an air sealing goal of 25 percent reduction.
- Rebates are not available for new construction. New construction is defined as a home built within the last two years.
- For cantilevers, insulate to maximum R value possible based on cantilever space.
- **If more than one measure was installed, receipt must itemize costs for each measure.**

The section below **must** be completed by the AIC.

Building shell improvements	Pre-R value	Post-R value	Area covered	Date installed
Sidewall insulation	0		square feet	
Foundation insulation	0		square feet	
Rim joist insulation	0		linear feet	
Floor above unconditioned space	0		square feet	
Attic insulation			square feet	
<b>Blower door test (required for all measures)</b>	<b>Pre-CFM50</b>	<b>Post-CFM50</b>	If less than 25% reduction, please provide explanation:	

### Combustion safety test results (required):

#### Fans on combustion safety test:

Water heater:  Pass  Fail  N/A

Furnace/boiler:  Pass  Fail  N/A

#### Fans off combustion safety test:

Water heater:  Pass  Fail  N/A

Furnace/boiler:  Pass  Fail  N/A

Check if homeowner received the "Combustion appliance safety notice" due to combustion safety test failure.

## STEP 6 Contractor certification agreement

I certify that the indicated installation was completed in compliance with the Terms and Conditions of the program at the address shown. I certify that all information I provided in the application is correct.

Crew leader name (please print): \_\_\_\_\_ BPI ID#: \_\_\_\_\_

Crew leader signature: \_\_\_\_\_