



Office Use Only
 Rebate:
 Month/Year:
 Sq Ft:

Residential Manufactured Home Insulation Rebate Application

Complete application and sign/date. All information is required to process rebate(s).

CUSTOMER INFORMATION				
Account #		Date		Phone
First Name		Last Name		
Installation Address		Email		
City		State	Zip	
Mailing Address (if different)				
City		State	Zip	
HOME INFORMATION				
Electric Heat Source:	<input type="checkbox"/> Baseboard	<input type="checkbox"/> Ceiling Cable	<input type="checkbox"/> Forced Air Electric	
	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Wall Unit	<input type="checkbox"/> Other _____	
Residence must have permanently installed electric heat system capable of heating entire dwelling to qualify.				
Residence Type:	<input type="checkbox"/> Single Section		<input type="checkbox"/> Multi-Section	
Rebate(s) apply to upgrades on existing homes only. New construction does not qualify.				

INSULATION REBATE PROGRAM GUIDELINES

- All requests for rebate funds must be pre-approved. If the work is not completed within three (3) months of approval, customer must reapply for rebate(s). There is no guarantee that funds will be available after the three-month approval or that the incentive amount will remain the same. Rebate(s) are available on a first come, first served basis and are subject to availability of funds.
- Before Installation: audit and prior approval are required. Call 503-266-1156 to schedule.
- All energy efficient upgrades must be installed according to Canby Utility specifications.
- After Installation: final inspection is required. Call 503-266-1156 to schedule.

MANUFACTURED HOME INSULATION REBATES			
Type	Existing Insulation	Final Insulation	Rebate
Attic	Less than R-11	Minimum R-22	\$0.30 per sq ft
Floor	Less than R-11	Minimum R-22	\$0.25 per sq ft

Rebate(s) will not exceed 100% of the installed job cost.
Rebate(s) for self-installed energy efficient upgrades will not exceed 100% of the cost of materials.

ENERGY EFFICIENT UPGRADES			
<input type="checkbox"/> Attic Insulation:	Existing R-Value _____	Final R-Value _____	Area (sq ft) _____
<input type="checkbox"/> Floor Insulation:	Existing R-Value _____	Final R-Value _____	Area (sq ft) _____
<input type="checkbox"/> Self Installed		<input type="checkbox"/> Contractor Installed	

Upon signing this agreement, customer acknowledges the following:

Rebate offer(s) may be changed or discontinued at any time by Canby Utility (CU). CU disclaims any warranty, whether expressed or implied, regarding the energy efficient upgrade(s) listed on this application for any materials or labor associated with installation, maintenance, repair, or any energy savings associated with use.

I understand that the energy efficient upgrade(s) must be installed to CU specifications, and certify that I, or my contractor, have reviewed the specifications prior to beginning work. When selecting a contractor, I understand that it is the homeowner's responsibility to request proof of insurance and licensing that meets the statutes and rules of the Oregon Construction Contractors Board. CU strongly recommends validating qualifications before work begins.

I understand the above and certify that I am a customer of CU, that the energy efficient upgrade(s) are installed at the address indicated and that this address is within CU service territory.

SIGNATURE _____ **DATE** _____

REBATE APPLICATION DOCUMENTS

Rebate(s) will be paid when CU has received the following required documents:

- Contractor installed: copies of **contractor final invoice(s)** showing R-value of existing insulation, R-value of final insulation and square footage of added insulation
- Self-installed: copies of **purchase receipt(s)**
- Completed **Residential Manufactured Home Insulation Rebate Application** form

A Canby Utility energy efficiency representative will collect required documents at the time of final inspection or you may submit them to:

**Canby Utility
PO Box 1070
Canby, OR 97013
FAX: 503-263-8621**

Allow 8–10 weeks after final inspection for rebate processing.

Call 503-266-1156 to learn about additional energy efficiency programs.



RESIDENTIAL INSULATION REBATE PROGRAM

Steps to Participation

1. PRE-INSTALLATION AUDIT

A utility representative will perform a *one-time* audit to determine the existing condition of your home before your insulation is upgraded. Audit results are kept on file for future reference.

- Call 503-266-1156 to request a no-cost audit. Audits are scheduled two times each month. You will be contacted 2–3 days prior to the audit with your scheduled date and time. You do not need to be home during the audit provided there is outside access to all insulation upgrade areas, including crawl space(s) and attic. Please unlock gates and restrain pets before your scheduled audit.

Manufactured Home Audits May Include: Attic Floor / Ducts

- Two to three weeks after the audit, you will receive a follow-up letter to confirm that rebate funds have been reserved for your project for three (3) months. Projects not completed within the three-month time period must reapply for rebate funds.

2. INSULATION UPGRADE

- After the audit, you can begin to upgrade the insulation in your home or hire a contractor to do the work.

3. POST-INSTALLATION INSPECTION

- Call 503-266-1156 to request a no-cost final inspection of your newly upgraded insulation. Inspections are scheduled two times each month. You will be contacted 2–3 days prior to the inspection with your scheduled date and time. You do not need to be home during the inspection provided there is outside access to all insulation upgrade areas, including crawl space(s) and attic. Please unlock gates and restrain pets before your scheduled inspection.

4. REQUEST YOUR REBATE

ALL DOCUMENTS ARE REQUIRED TO PROCESS YOUR REBATE(S)! At the time of the final inspection, the utility representative will collect the following required rebate documents:

- Contractor final invoice(s), or your receipt(s) if self-installed, showing existing and final R-value and total square footage of upgraded insulation
- Completed Residential Manufactured Home Insulation Rebate Application

Documents can also be mailed to the address on the rebate application or faxed to 503-263-8621.

5. RECEIVE YOUR REBATE

You can expect to receive your rebate 8–10 weeks after the final inspection and receipt of all required documentation.

All work must meet Bonneville Power Administration (BPA) and Canby Utility program and installation requirements.

For additional questions, call 503-266-1156.