

## City of North St. Paul

## 2017 Central A/C Tune-Up Rebate Instructions

If you have questions while completing this form, please contact your hometown electric utility weekdays during business hours for assistance.

Phone: 651-747-2413

Fax: 651-747-2425

Email: [barb.huelsman@northstpaul.org](mailto:barb.huelsman@northstpaul.org)

### Send your completed application to:

City of North St. Paul  
2400 Margaret Street  
North Saint Paul, MN 55109

### Checklist For Appliance Rebate Application:

- Copy of dated invoice including description of service performed
- Completed Application

By participating in the We Save program, you can save energy and earn a rebate when you have a qualifying Central A/C Tune-Up performed by a licensed and insured heating/cooling contractor.

### What rebate can I earn?

A/C Tune-Up = \$25

### What is a qualified Central A/C Tune-Up?

In order to qualify for the Central A/C Tune-Up rebate, the service performed must meet the following Minimum Service Requirements:

- |   |  |
|---|--|
| ✓ Check voltage                                 | ✓ Clean & inspect condenser coil                 |
| ✓ Check thermostat operation & control sequence | ✓ Clean, inspect, & lubricate motors             |
| ✓ Inspect belt condition                        | ✓ Clean or replace air filter                    |
| ✓ Inspect & lubricate blower                    | ✓ Confirm proper air flow                        |
| ✓ Check coolant level & pressure                | ✓ Perform visual inspection of entire A/C system |

### When can Central A/C Tune-Ups be performed?

Central A/C Tune-Ups are typically scheduled during the months of April through October. Availability is determined by weather conditions.

### How Do I Qualify?

- Residential customers receiving electric service from a local municipal electric utility that is a participating member of MMPA are eligible for rebates when buying ENERGY STAR certified appliances.
- **The Central A/C Tune-Up service must be performed by a licensed and insured heating/cooling contractor.**
- **The Central A/C Tune-Up service must meet the Minimum Service Requirements specified above.**
- The Central A/C Tune-Up service must be performed in a home that receives electric service from a local municipal utility that is a participating member of MMPA.
- The municipal electric utility and MMPA assume no liability for any incidental or consequential damages resulting from the Central A/C Tune-Up services provided by the contractor.
- Customer must apply for rebate within one year from date tune-up was performed.
- Rebate applications must include complete contractor information (including technician signature) and a copy of dated sales invoice. Incomplete rebate applications will not be processed.
- Limit one rebate per appliance per customer account per year.
- Rebate requests are processed on a first-come first-serve basis. Annual rebate funds are limited. Rebate programs, qualifications, and amounts are subject to change at any time.
- Qualifying customers must apply for rebate by November 30, 2017.

# City of North St. Paul

# 2017 Central A/C Tune-Up Rebate Application

COMPLETE THESE SEVEN EASY STEPS TO GET YOUR REBATE.

## STEP 1: CUSTOMER INFORMATION

Name:

Account #:

Phone:

Address:

City:

ZIP Code:

*If different from above, enter name and address where rebate should be sent.*

Name:

Phone:

Address:

City:

ZIP Code:

## STEP 2: CONTRACTOR INFORMATION

Company Name:

Phone:

Address:

City:

ZIP Code:

## STEP 3: CENTRAL A/C INFORMATION

This section to be completed by Technician performing tune-up. If information is unknown, enter N/A.

Size (Btuh or Tons):

SEER:

Building Type (check one):  Single Family  Multi Family

## STEP 4: MINIMUM SERVICE REQUIREMENTS

I hereby certify that A/C Tune-Up service performed meets the following Minimum Service Requirements:  
(1) Check voltage; (2) Clean & inspect condenser coil; (3) Check thermostat operation & control sequence; (4) Clean, inspect, & lubricate motors; (5) Inspect belt condition; (6) Clean or replace air filter; (7) Inspect & lubricate blower; (8) Confirm proper air flow; (9) Check coolant level & pressure; (10) Perform visual inspection of entire A/C system.

Technician Name:

Tune-Up Cost \$:

Technician Signature:

Date (mm/dd/yy):

## STEP 5: CUSTOMER SATISFACTION SURVEY

Overall satisfaction with service provided:  Satisfied  Did not meet my expectations

Technician was on-time and professional:  Agree  Disagree

Additional Comments:

## STEP 6: ATTACH NECESSARY DOCUMENTATION

Copy of dated Contractor's invoice including description of service provided.

## STEP 7: CUSTOMER SIGNATURE

I hereby certify that all information is accurate. I have read all information on this form and agree that MMPA may verify the information I have provided.

**X**

Date (mm/dd/yy):

FOR MMPA UTILITY USE ONLY. DO NOT WRITE IN THIS AREA.

Approved By:

Date (mm/dd/yy):

Rebate (\$): \$25.00

