



If you have questions while completing this form, please contact Energy Management Solutions, Inc. weekdays during business hours for assistance.

Phone: 952-767-7450  
Fax: 952-556-9171

**Send your completed applications to:**

City of Chaska  
Electric Department  
660 Victoria Drive  
Chaska, MN 55318

**Checklist For Application:**

- Copy of dated sales receipt
- Copy of AHRI Certificate
- Completed Application
- Must be Energy Star Rated



By participating in the Chaska Rebate Program, you can keep save energy and earn a rebate when you purchase a qualified closed loop ground source heat pump.

**What rebate can I earn?**

**\$150 per ton (max. limit of 5 tons per unit)**

**Additional rebates may be filed for multiple units.**

*Units must meet minimum 15 EER criteria.*

**What is Quality Installation?**

Quality Installation ensures that equipment is installed properly and consists of the following key elements: equipment sizing, proper refrigerant charge and air flow, and duct sealing. **To qualify for the Closed Loop Ground Source Heat Pump rebate, your contractor must verify that all items included in the Quality Installation Checklist on the rebate application were performed.**

Equipment	EER
Closed Loop Ground Source Heat Pump	≥ 15

**How Do I Qualify?**

- Customers receiving electric service from City of Chaska Electric Department are eligible for a rebate when they purchase a qualified closed loop ground source heat pump.
- **To qualify for rebate, unit must be installed following Q.I. procedures.**
- Information on rebate application must match information on receipt/invoice exactly.
- The program is applicable only for the purchase of new equipment, for installation in new or retrofit applications where the electricity is supplied by City of Chaska Electric Department.
- Customer must apply for rebate within one year of the purchase date shown on the sales receipt.
- Rebate applications must include complete contractor and equipment information with a copy of dated sales receipt/invoice including manufacturer, model number, serial number; specifications and AHRI Certificate with EER rating. **Incomplete rebate applications will not be processed.**
- Rebate requests are processed on a “first-come first-served” basis. Annual rebate funds are limited and payouts could be paid over several years. Rebate programs, qualifications, and amounts are subject to change at any time. The customer is responsible for checking with City of Chaska Electric Department to determine whether program is still in effect.
- A percentage of submitted rebate projects will be spot checked. Projects with rebate payments over \$5,000 require on-site verification. Customer agrees to provide reasonable access to accommodate this inspection.
- Qualifying customers must apply for rebate by November 30, 2022.





**COMPLETE THESE SIX EASY STEPS TO GET YOUR REBATE.**

**STEP 1: CUSTOMER INFORMATION (To be completed by Customer)**

Customer Name \_\_\_\_\_ **Account Number** \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (daytime) \_\_\_\_\_ Email \_\_\_\_\_

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

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**STEP 2: CONTRACTOR INFORMATION (To be completed by Contractor)**

Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Installer's Name \_\_\_\_\_ Installer's Signature \_\_\_\_\_

**STEP 3: EQUIPMENT INFORMATION (To be completed by Contractor)**

TYPE OF UNIT  Closed Loop Ground Source Heat Pump  
 For ASHP only, indicate pre-existing heating system:  Natural Gas  Electric Resistance  Propane or Fuel Oil  
 PURCHASE REASON (check one):  Replace failed unit  Replace working unit  New unit/construction  
 Manufacturer \_\_\_\_\_ Installation Date \_\_\_\_\_  
 Condenser Serial No. \_\_\_\_\_ Condenser Model No. \_\_\_\_\_  
 Evaporator Coil Serial No. \_\_\_\_\_ Evaporator Coil Model No. \_\_\_\_\_  
 AHRI Reference No. \_\_\_\_\_ EER \_\_\_\_\_ Btuh or Tons \_\_\_\_\_

**STEP 4: QUALITY INSTALLATION CHECKLIST (To be completed by Contractor)**

All boxes must be checked "Yes" to qualify for rebate.

- ✓ EQUIPMENT SIZING: Heat loss and heat gain load calculations were performed .....  Yes  No
- ✓ EQUIPMENT SIZING: Documentation of load calculations on file .....  Yes  No
- ✓ EQUIPMENT SIZING: Equipment was properly sized and selected prior to installation ....  Yes  No
- ✓ MATCHED SYSTEM: Matched evaporator and condensing units .....  Yes  No
- ✓ AIRFLOW: Airflow across indoor heat exchanger is within acceptable ranges .....  Yes  No
- ✓ REFRIGERANT: System has proper refrigerant charging .....  Yes  No
- ✓ DUCT WORK: Ducts are sealed and air leakage (CFM) is minimized .....  Yes  No
- ✓ DUCT WORK: Volumetric airflow CFMs meet design requirements .....  Yes  No

NOTE: Random audits of Contractors will be conducted to verify Quality Installation procedures were followed.

**STEP 5: ATTACH NECESSARY DOCUMENTATION**

- Copy of dated sales receipt including Manufacturer, Model and/or Serial Number.
- Copy of the AHRI Certificate.

**STEP 6: CUSTOMER SIGNATURE**

I hereby certify that all information is accurate including claims of efficiency, size and customer information. I have read all information on this form and agree that City of Chaska Electric Department may verify information I have provided.

X \_\_\_\_\_ Date \_\_\_\_\_

**Note: Rebates take 6 to 8 weeks for processing.**

FOR CITY OF CHASKA ELECTRIC DEPARTMENT USE ONLY. DO NOT WRITE IN THIS AREA.

Approved By \_\_\_\_\_ Date \_\_\_\_\_ Rebate Amount \$ \_\_\_\_\_

