



# Ductless Heat Pump Program Homeowner Participation Form

To be completed by homeowner/utility account holder and installation contractor. Answer the following questions based on your house prior to installation of the ductless heat pump(s). **Completion of all information fields is required for approval. Ensure contractor eligibility with your utility prior to selecting a contractor.**

|  |      |  |
|--|------|--|
| Official Use Only: Customer ID   |      |  |
| SUB Pre-Approval _____   | Date |  |
| Customer Notified <input type="checkbox"/> Yes <input type="checkbox"/> No   |      |  |
| Contractor Notified <input type="checkbox"/> Yes <input type="checkbox"/> No   |      |  |
| SUB INCENTIVE (mark one) <input type="checkbox"/> 0% LOAN (\$7,000 cap, 60 month max. term) OR <input type="checkbox"/> \$1,500 REBATE |      |  |

## Contact Information

|  |  |  |  |
|--|--|--|--|
| 1. Homeowner name:   |  | 2. Name of HVAC company installing ductless heat pump: |  |
| 3. Site address:   |  | 4. City/County/State/Zip:                              |  |
| 5. Home phone:<br>( ) -  | 6. Alternative phone: : <input type="checkbox"/> Cell <input type="checkbox"/> Work<br>( ) - | 7. Email address:                                      |  |
| 8. Homeowner mailing address:<br><i>(If different from site address)</i> |  | 9. City/County/State/Zip:                              |  |

## Program Eligibility Requirements

|  |  |
|--|--|
| 10. What type of primary electric resistance heat does the house have? <input type="checkbox"/> Zonal <sup>1</sup> <input type="checkbox"/> Electric Hydronic<br><i>If Zonal, where are the heating units located? (Check all that apply) <input type="checkbox"/> Ceiling <input type="checkbox"/> Wall <input type="checkbox"/> Baseboard</i>  | <input type="checkbox"/> Furnace. <i>If you have an electric or gas fueled furnace or gas space heater, you are NOT eligible to participate in this Program.</i> |
| 11. How was the home constructed? <input type="checkbox"/> Site-built  | <input type="checkbox"/> Manufactured. <i>If your home was manufactured off-site, you are NOT eligible to participate in this Program.</i>                       |
| 12. Which of the following describes the home?<br><input type="checkbox"/> Detached single-family house <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> Fourplex   | <input type="checkbox"/> Multi-family. <i>If building has MORE than four (4) dwelling units, you are NOT eligible to participate in this Program.</i>            |
| 13. Does the home have a secondary heating system? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>If yes, what type? (mark one): <input type="checkbox"/> Fireplace <input type="checkbox"/> Freestanding stove <input type="checkbox"/> Other (describe): _____</i><br><i>If yes, what type of fuel? (mark one): <input type="checkbox"/> Wood <input type="checkbox"/> Pellets <input type="checkbox"/> Propane <input type="checkbox"/> Kerosene <input type="checkbox"/> Oil <input type="checkbox"/> Other (describe): _____</i><br><i>If yes, how much fuel (per year)? _____</i><br><i>(amount in chords of wood, pounds of pellets, gallons of propane/kerosene/oil, etc.)</i> | <b>Please Note: Secondary heating systems are allowed only if the electric resistance heating is used as the primary heating system.</b>                         |
| 14. Has the home been weatherized/insulated? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, when? _____</i><br><i>If no, area(s) needing insulation:</i><br><input type="checkbox"/> Walls <input type="checkbox"/> Ceiling <input type="checkbox"/> Floor  | To participate in the Program, home MUST be weatherized. Verified by: _____  |

## Occupancy and Site Information

|   |   |
|---|---|
| 15. Has this party occupied the home for more than one year? <input type="checkbox"/> Yes <input type="checkbox"/> No   | 16. Is this home a <u>primary</u> residence? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 17. Who occupies this home? <input type="checkbox"/> Homeowner <input type="checkbox"/> Renter  | 18. Does the house have a natural gas meter? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 19. Total number of occupants living in home: _____ <i>Indicate Number of Occupants for each category below.</i><br>a. Occupants under 25 years: _____ b. Occupants between 25-39 years: _____ c. Occupants between 40-65 years: _____ d. Occupants over 65 years: _____  |   |
| 20. Number of stories in house: _____   | 21. Number of bedrooms in house: _____  |
| 22. House/Unit square footage (If unknown, please estimate): _____  | 23. Year home was built (If unknown, please estimate): _____  |
| 24. Foundation type (check all that apply): <input type="checkbox"/> Basement <input type="checkbox"/> Crawlspace <input type="checkbox"/> Slab <input type="checkbox"/> Other _____  |   |
| 25. Does the home have air conditioning? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>If yes, what type? (mark one): <input type="checkbox"/> Central <input type="checkbox"/> Zonal (i.e. window and/or room A/C units), number of units _____ <input type="checkbox"/> Evaporative cooler (i.e. swamp cooler)</i> |   |

## Billing Release *To be filled out by the electrical utility account holder. The Billing Release must be signed by the person whose name appears on the electric utility account.*

|   |                                  |
|---|----------------------------------|
| <b>INFORMATION TO BE RELEASED:</b> <i>The undersigned utility customer requests and authorizes SUB to release billing and usage information for the account listed below to the Northwest Ductless Heat Pump Project. With this authorization, The Ductless Heat Pump Project can request billing information for up to two years pre-installation and two years post-installation. The utility customer also hereby releases Springfield Utility Board from any and all liability arising from or connected with providing this information.</i> |                                  |
| 26. Account holder name:  | 27. SUB electric account number: |
| 28. Account holder signature:   | 29. Date:                        |

1. Zonal heating includes baseboard heaters, wall units (Cadet heaters), wall radiant, and ceiling cable heat.

**Signature is also required on Page 2**

## Terms and Conditions

**OFFICIAL FORM:** This form and any required additional documentation, including installation invoice, must be filled out completely, truthfully and accurately. The Northwest Ductless Heat Pump Project ("the Project") and SUB Ductless Heat Pump Program ("the Program") will not be responsible for lost documentation pertaining to the submission of this form. Project details, including incentives, are subject to change without prior notice.

**HOMEOWNER ELIGIBILITY:** To be eligible for Program participation and incentive payment, the resident must: (i) allow SUB to make their billing history available to the Project for up to two years prior to and two years post installation, (ii) agree to participate in Project and evaluation activities, (iii) be an existing single-family home (four (4) dwelling units or LESS), (v) use permanently-installed electric resistance heating as primary source of heat and have the system installed throughout the house. In addition, participating homes CANNOT (i) be new construction, (ii) have fossil fuel central forced-air ducted systems or fossil fuel hydronic heating systems, have ducted heat pump systems, (iii) share its electrical meter with another dwelling unit, nor (iv) have a temporary foundation.

**SYSTEM ELIGIBILITY:** To be eligible for incentive payment, ductless heat pumps installed as part of the Program and the Project must be: (i) a split system heat pump employing an inverter-driven, variable speed compressor, a variable speed outdoor fan, and a multi-speed or variable speed indoor blower, and (ii) installed with the indoor unit in the main living area of the house. Additionally, indoor units using any type of field-installed duct system are NOT eligible.

**CONTRACTOR ELIGIBILITY:** Contractors must be licensed bonded and insured, have successfully completed manufacturer sponsored training for equipment being installed and the Project orientation. Contractors must be currently eligible participants in the Project in order for utilities to pay incentives. **Ensure contractor eligibility with your utility prior to selecting a contractor.**

**HOMEOWNER PARTICIPATION:** The Northwest Ductless Heat Pump Project and participating utilities may suspend and/or end Applicant's participation at anytime, in their sole discretion by notifying the Applicant in writing of the decision or in accordance with the Project's requirements.

**VERIFICATION AND INSPECTION:** Participating homes are subject to onsite inspections in order to verify that the system meets Program and Project standards and that the home meets Program Eligibility Requirements. Systems will be randomly chosen for onsite inspection, based on the number of completed installations by the contractor. No warranty is implied by this inspection.

**INCENTIVE PAYMENT:** SUB will approve utility incentive payment upon verification the system installation has met all Program and Project requirements. The Project will be provided a copy of all complete and correct documentation. One incentive per residence is available regardless of the number of units installed in the home.

**FACSIMILE/SCANNED:** Facsimile transmission of any signed original document, and the retransmission of any signed facsimile transmission, shall be the same as delivery of the original signed document. Scanned original documents transmitted to the Program and the Project as an attachment via electronic mail shall be the same as delivery of the original signed document. At the request of the Project, the Participant shall confirm documents with a facsimile transmitted signature or a scanned signature by providing the original document.

**TAX LIABILITY:** Neither Springfield Utility Board, the Project nor the contractor is responsible for any tax liability, which may be imposed on the Participant as a result of payment of any incentives or as a result of obtaining financing.

**DISCLAIMER/NO LIABILITY:** The Participant understands that neither Springfield Utility Board nor the Project is supervising work performed for the Participant and is not responsible for proper completion of that work or proper performance of any products purchased. The Participant assumes the risk of any loss or damage in connection with installation. The Program and the Project do not guarantee any particular energy savings results by its approval of the installation.

**ENDORSEMENT:** Neither the Program nor the Project endorse any particular manufacturer, contractor, or product in promoting Ductless Heat Pumps. The fact that the names of particular manufacturers, contractors, or products may appear on Project materials does not constitute an endorsement. Manufacturers, contractors, or products not mentioned are not implied to be unsuitable or defective in any way.

**SAFETY AND BUILDING CODES:** The Participant agrees to pursue compliance with federal, state, and local building and environmental codes for the installation of this product. The contractor certifies products have been installed consistent with manufacturer instructions.

**PROPERTY RIGHTS:** The Participant must have proper authority to install the ductless heat pump system on the designated property, or has obtained any necessary consent from the landlord.

**ACCESS AND EVALUATION:** The Project and its representatives may request access to the property on which the ductless heat pump system was installed, to review and evaluate the system during and after Project completion. The Participant agrees to provide reasonable access to the property for the purposes described herein. In addition, the Project may contact the participant for survey participation and project feedback.

**DISTRIBUTION OF BENEFITS:** Participant relinquishes and grants to SUB all environmental benefits including credits, reductions, offsets, reporting rights and savings pertaining to carbon, CO<sub>2</sub>, greenhouse gases, emissions, kWh energy and efficiency. Participant's sole benefit is any reduced energy cost resulting from Project.

## Homeowner Signature

*By signing, the homeowner certifies that he/she is in compliance with the above terms and conditions.*

**30. Signature**

**31. Date**

**32. Where did you hear about ductless heat pump systems?**  Utility Bill Insert  Utility Website  Direct Mail from a Contractor  Door hanger  TV  Radio  
 Newspaper  Internet ads  Facebook, Twitter, etc  Retail Store  Family or Friend  Local Utility Display Unit  Other \_\_\_\_\_

**V2.9 (08/11/11): This form, subject to change, is effective from April 1, 2010 to September 30, 2011**

Return completed form to:

**SPRINGFIELD UTILITY BOARD**  
223 A Street, Suite B • Springfield, OR 97477  
Phone 541.746.0963 • Fax 541.744.3654  
[www.subutil.com](http://www.subutil.com)

**Northwest Ductless Heat Pump Project**  
625 SW Broadway, Suite 300 • Portland, OR 97205  
Phone 503.808.9003 • Fax 503.808.9004  
[www.nwductless.com](http://www.nwductless.com)