

Application Checklist

Take these steps:

- Complete the **Energy Audit Checklist** (you must complete to qualify for rebates)
- Decide which energy conservation measures you want to install
- Have a licensed contractor complete the work or do the work yourself
- Complete and sign the **Energy Rebate** form
- Mail in these documents:
 - Energy Audit Checklist**
 - Energy Rebate** form; and
 - Copies of invoices or **receipts** that show the cost paid for each measure included on the rebate application

Mail to:

Oregon Department of Energy
625 Marion Street NE
Salem, OR 97301-3737

The Department of Energy must receive the request within one year of when the work was done. You will receive your rebate check in approximately four weeks. The maximum rebate is \$500. If your application is incomplete, it will be returned to you for completion. Keep a copy of the completed forms and invoices/receipts for your records.

Important: If this is a rental property, some aspects of your project may also qualify for a 35 percent Business Energy Tax Credit. Contact the Oregon Department of Energy **before** you begin your project on your rental home.

Web site: www.oregon.gov/energy



Walk through your home and answer the questions (Column 2) **before** you make any improvements. You (or ask a contractor to help you) decide which areas should have the recommended conservation measures (Column 3) installed. You (or your contractor) can then proceed to do the work. This Energy Audit Checklist must be filled out to qualify for SHOW rebates.

Applicant Name:

Area	<u>BEFORE</u> Condition of your home prior to work being done	<u>AFTER</u> Recommended conservation measures
Attics and Ceilings	Insulated? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Insulate to R-38*
Walls Outside walls Attic exposed wall	Insulated? <input type="checkbox"/> Yes <input type="checkbox"/> No Insulated? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Insulate to achieve R-13* <input type="checkbox"/> Insulate to R-21*
Floors (crawl spaces)	Insulated? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Insulate to R-30*
Ducts (in unheated areas)	Insulated? <input type="checkbox"/> Yes <input type="checkbox"/> No Sealed? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Insulate with R-8 <input type="checkbox"/> Seal duct leaks
Exterior Doors	Insulated? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Install insulated exterior door (U-0.20)
Windows	Double-pane vinyl U-0.35 or better? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Install energy efficient double-pane vinyl windows (U-0.35 or better)
Whole House	Well-sealed? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Weatherstrip and caulk <input type="checkbox"/> Do blower door test and duct sealing
Water Heater (unheated areas)	Insulated? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Insulate to minimum R-3
Furnace	More than 20 years old or less than 70% steady state efficiency? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Replace oil burner or furnace with new burner (at least 80% tested, steady state efficiency) or new furnace (at least 81% tested, steady state efficiency)
Programmable Thermostat	Is your thermostat programmable? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Install a programmable thermostat

*Refer to Insulation Fact Sheet in your SHOW packet or on the Web site.

For Office Use:

Audit No.



OREGON
DEPARTMENT OF
ENERGY

Mail this completed form with the **Energy Rebate** form and **receipt(s)** to:

Oregon Department of Energy
625 Marion St. NE, Salem, OR 97301-3737
Toll-Free: 1-800-221-8035, Fax: 503-373-7806
Web site: www.oregon.gov/energy

I. APPLICANT INFORMATION

Name:		Home Phone:	
Mailing Address:		Work Phone:	
City:	County:	State:	Zip:
E-mail address:			
Site Address (if different from mailing address):			
City:	County:	State:	Zip:
Dwelling Type: <input type="checkbox"/> Single Family Home <input type="checkbox"/> Manuf. Home <input type="checkbox"/> Duplex/Triplex <input type="checkbox"/> Apt.			No. of Units:
Primary space heating fuel: <input type="checkbox"/> Oil <input type="checkbox"/> Propane, butane, or kerosene <input type="checkbox"/> Wood			

II. ENERGY CONSERVATION MEASURE REBATES

- If you did the work yourself, the cost should be for the products or materials only. No labor costs may be included. Duct testing and sealing must be conducted by a Performance Tested Comfort Systems (PTCS) technician.
- The rebate amount may not exceed 25% of the cost of the measure. The only exception is the blower door test and duct leakage test rebates, which are 100% of the cost not to exceed \$100.
- You **MUST** attach copies of itemized invoice(s) or receipt(s) marked "paid-in-full."
(For duct sealing, please attach a copy of the PTCS worksheet provided by your technician.)
- The Department of Energy must receive the request within one year of when the work was completed.

Measure(s) Installed	Cost	X =	Rebate
Insulation in <input type="checkbox"/> Attic/ceiling <input type="checkbox"/> Floor <input type="checkbox"/> Wall <input type="checkbox"/> Ducts <input type="checkbox"/> Water Heater (in unheated areas)	\$.25	\$
Weather-stripping and caulking	\$.25	\$
Duct sealing (<i>attach copy of PTCS worksheet from technician</i>)	\$.25	\$
Air Sealing	\$.25	\$
Programmable thermostat	\$.25	\$
Oil burner 80% or more efficiency – Maximum rebate \$150	\$.25	\$
Oil furnace 81% or more efficiency – Maximum rebate \$150	\$.25	\$
Above-ground oil tank (<i>must install qualifying furnace at the same time</i>) – Maximum rebate \$150	\$.25	\$
Replacement windows – Maximum rebate \$150	\$.25	\$
Insulated exterior door – Maximum rebate \$150	\$.25	\$
Blower-door test to assess whole house air leakage (duct leakage test) – Maximum rebate \$100	\$	1.00	\$
Total costs and rebates	\$		\$
Final rebate amount – Maximum rebate for all measures is \$500	\$		

To complete application please turn page

For Office Use:
Audit No.

III. CONTRACTOR CERTIFICATION (If you used a contractor)

I certify that:

- I installed the measures in compliance with the SHOW Program Energy Conservation Measure Specifications and if a burner or furnace was installed, the tested steady state efficiency is at least 80% for a burner or 81% for a furnace.
- I am licensed and in good standing with the Oregon Construction Contractors Board.
- Any defect in materials, manufacture, design or installation found in measures installed in this job within two years of completion shall be remedied without charge and within a reasonable period of time.

Name of Contractor: (Please print)		Date:	
Contractor Signature:		CCB#:	
Company Name:		PTCS Tech ID:	
Mailing Address:		Phone:	
City:	State:	Zip:	Fax:

IV. APPLICANT CERTIFICATION

I certify that:

- I installed the listed measures by myself by a contractor (have contractor complete the Contractor Certification Section III above).
- All of the information on this form is true to the best of my knowledge.
- The work has been completed and I have paid in full the actual costs shown on the receipt(s) or contractor's invoice.
- I will grant permission for the Oregon Department of Energy inspector to perform an inspection on request. (We select a random number of rebate recipient jobs to inspect. You will be notified if you are selected.)
- I understand that the Oregon Department of Energy does not sell information from this application for a mailing list. However, the Oregon Department of Energy may be required to disclose the name, address, phone number and e-mail address from the application under the Oregon Public Records law ORS 192.410 et seq. We can withhold the address, phone number and e-mail address following a written request explaining personal safety concerns, such as a temporary restraining order. The Oregon Department of Energy does not endorse any company that requests the information.

Applicant Signature :	Date:
-----------------------	-------



Mail this completed form with the **Energy Audit Checklist** and copies of **receipt(s)** to:

Oregon Department of Energy
625 Marion St. NE, Salem, OR 97301-3737
Toll-Free: 1-800-221-8035, Fax: 503-373-7806
Web site: www.oregon.gov/energy