

Home Energy Savings Program DUCTLESS HEAT PUMP Rebate Claim Form



REQUIREMENTS CHECKLIST

- 1. Paid and itemized invoices attached
- 2. Heat pump installed in single-family home, condominium or 1- to 4-unit, residential building located in Maine
- 3. Heat pump installed in primary living area, not a garage or outbuilding
- 4. Heat pump installed within the last:
 - a. 12 months (for upgrades completed on or after January 1, 2018)
 - b. 24 months (for upgrades completed before January 1, 2018)
- 5. Heat pump installed by an [Efficiency Maine Registered Vendor](#) who is qualified to install heat pumps
- 6. Heat pump efficiency (HSPF) is greater than:
 - a. 12.0 for systems with one indoor unit
 - b. 10.0 for systems with more than one indoor unit
- 7. Building is principal, year-round residence for occupants, NOT a seasonal, second, or vacation home/rental
- 8. Building has not received [Home Energy Savings Program](#) rebates in excess of \$5,000 (including this request)
- 9. Efficiency Maine has not issued any other rebates for this heat pump
- 10. Registered Vendor has been paid (only required when homeowner is the rebate recipient)
- 11. Claim accompanied by [Ductless Heat Pump Installation Checklist](#)

NOTE: Program subject to change without notice

Homeowner Name:			
Site Address, Town, State, Zip:			
Mailing Address, Town, State, Zip:			
Email Address:			
Phone Number:			
Number of dwellings in building:		<input type="checkbox"/> 1	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 4
#	HEAT PUMP MANUFACTURER	OUTDOOR UNIT MODEL NUMBER	QUANTITY OF INDOOR UNITS
1			
2			
Requested Rebate Amount:		<input type="checkbox"/> \$250	<input type="checkbox"/> \$500
		<input type="checkbox"/> \$750	
Ductless heat pump rebate = \$500 for first indoor unit, \$250 for second indoor unit. Lifetime limit = \$750/dwelling			
Rebate Recipient:		<input type="checkbox"/> Homeowner <input type="checkbox"/> Registered Vendor	
Registered Vendor Company Name:			
SIGNATURES. Please certify that all information on this Claim Form is correct by signing below.			
Vendor Name:			
Vendor Signature:			
Homeowner Signature:			
Date:			

Please submit by email: hesp2@clearesult.com OR Fax: 207-622-9933 OR Mail: 24 Stone Street, Suite 106, Augusta, ME 04330

DUCTLESS HEAT PUMP Installation Checklist



Customer Name:	Street Address:
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SECTION 1. Registered Vendor Checklist. Please complete and sign the following section.

Outdoor Unit	
Height off ground (inches) : _____	Best Practice: Above snow level (≥ 24 inches)
<input type="checkbox"/> Unobstructed airflow	
<input type="checkbox"/> Level	
<input type="checkbox"/> Does not interfere with walkway, porch, window or door	
<input type="checkbox"/> Installed at serviceable height	
<input type="checkbox"/> Secured to wall or stable base	
<input type="checkbox"/> Protected by rain cap (required if installed under roof drip line)	
Line Set	
Manufacturer-specified lengths (feet):	Minimum: _____ Maximum: _____
Maximum line set length for factory charge (manufacturer): _____	
Actual line set length: _____	
<input type="checkbox"/> Refrigerant added for line set length that exceeds manufacturer maximum for factory charge	
Amount of refrigerant added to system: _____ Pounds _____ Ounces	
<input type="checkbox"/> Line set purged with nitrogen, pressure tested & evacuated with pump per mfg.'s instructions	
Pressure test pressure (PSI): _____, and duration (minutes): _____	
Number of evacuations performed: _____, Vacuum level (microns): _____	
<input type="checkbox"/> Flare connections tightened using manufacturer's torque specification	
<input type="checkbox"/> Visible line sets run through line set covers with transition and termination fittings	
<input type="checkbox"/> Line set covers are level or plumb	
<input type="checkbox"/> Insulation covers full length of line sets (no exposed copper)	
<input type="checkbox"/> Floor/wall/ceiling penetrations sealed with spray foam	
<input type="checkbox"/> Condensate line installed without dips or traps	
Indoor Unit	
<input type="checkbox"/> Level	
<input type="checkbox"/> Adequate clearances for services and operation	
Electrical Work	
<input type="checkbox"/> All electrical work performed by licensed electrician or as authorized by Electrician's Board	
<input type="checkbox"/> Disconnect box wiring shock risk reduced by lock, strap tie and/or box that provides other means of protection	
System	
<input type="checkbox"/> System was run in both heating and cooling modes to ensure proper operation	
Registered Vendor Signature:	

Section 2. Homeowner Checklist. Please check all statements that apply.

<input type="checkbox"/> I have been supplied with an Owner's Manual for the heat pump.
<input type="checkbox"/> I have been supplied with a copy of Efficiency Maine Heat Pump User Tips .
<input type="checkbox"/> The installer taught me how to turn the heat pump on and off, clean the filter, switch between heating and cooling modes, change the temperature setpoint, adjust airflow direction and call for services.
Homeowner Signature: