

RESIDENTIAL DUCTED HEAT PUMP Rebate Claim Form

for customers who will use ducted heat pumps as their primary heating system



Homeowner Name:	Street Address:
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All rows must be **either checked or initialed**.

Homeowner Requirements		
1	Ducted heat pump(s) will be used as primary heating system throughout the heating season (must be initialed by homeowner)	Homeowner Initials
2	Homeowner supplied with a copy of Efficiency Maine Heat Pump User Tips	
3	Homeowner understands electric bill will increase, but overall energy costs could decrease if ducted heat pump is used optimally	
4	Housing unit did not have natural gas utility account before upgrade	
Check when applicable		
5	W-9 attached if the home is owned by a business and the business is the rebate recipient (one-time requirement)	

Additional Requirements for Low- and Moderate-Income Customers		
1	Housing unit is owner's principal residence	
2	<p>Customer eligibility (check one):</p> <p>Low Income - Customer participates in MaineCare, TANF, SNAP, or HEAP</p> <p>Moderate Income - Customer has Adjusted Gross Income of up to \$70,000 for single filers or \$100,000 for joint filers</p> <p><i>Note: If customer is not verified prior to claim submission, the claim may not qualify for a low- or moderate-income rebate, or it may be delayed</i></p>	

Registered Vendor Requirements		
1	Customer was informed that rebate eligibility requires ducted heat pump(s) to be used as primary heating system	
2	Ducted heat pump(s) installed and configured to be the primary heating system throughout the heating season	
3	Homeowner was shown how to turn the ducted heat pump on and off, clean or replace the filter, switch between heating and cooling modes, change the temperature setpoint, and knows who to call for service	
4	<p>Fossil fuel furnaces and boilers:</p> <p>1. EXISTING HOUSING UNITS: All fossil fuel forced hot air furnaces were removed as part of upgrade</p> <p>2. NEW CONSTRUCTION: House was built without fossil fuel furnace(s) or boiler</p>	
5	Ducted heat pump(s) are on Efficiency Maine's list of rebate-eligible heat pumps (click on "Ducting Configuration" for details.)	
6	Ducted heat pump(s) sized for at least 100% of the home's peak heating load	
7	Ducted heat pump(s) installed by an Efficiency Maine heat pump Residential Registered Vendor	
8	Registered Vendor assessed risk of frozen pipes and, if warranted, explained to homeowner that risk can be minimized with insulation, heat tape on at-risk pipes, or space heaters set to keep the temperature just above freezing.	
9	Ducted heat pump(s) installed in a Maine: (check one) single-family house, OR two-unit duplex, OR condominium (number of units in building: _____), OR mobile home, OR mixed-use building with one or two housing units and no commercial electrical meter(s)	
10	Ducted heat pump(s) installed in accordance with Efficiency Maine's Heat Pump Installation Requirements Checklist	
11	Rebate claim form emailed or postmarked within 6 months of project completion	
12	Document(s) showing customer contact information and total project cost attached	

NOTE: Program subject to change without notice

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SIZING WORKSHEET (REQUIRED)

Heat Load Estimate		
Design Temperatures <i>(check one)</i>		
1	Portland: 0°F DB (source: ASHRAE 99.6%)	
2	Bangor: -7°F DB (source: ASHRAE 99.6%)	
3	Caribou: -14°F DB (source: ASHRAE 99.6%)	
4	Other. Enter temperature: _____ (must be 0°F DB or below)	
Method <i>(check one)</i>		
1	Approved software	<i>Ideal for super-insulated or poorly insulated homes with no heating fuel use history.</i>
2	Efficiency Maine Heat Load Estimator	<i>Most accurate option when past fuel bills are available. Doesn't work for homes heated with heat pumps or any other type of electric heat.</i>
3	Square footage method: ≥ 20 Btu/hour/square foot of any area that: <ul style="list-style-type: none"> • is currently served by any heating system (existing homes), OR • will be heated (new construction) 	<i>Suitable for homes with typical insulation and air sealing.</i>
	Enter square footage: _____	
Estimated Heat Load at Design Temperature <i>(Btu/hour)</i>		
Enter heat load:		

Ducted Heat Pump Heating Capacities				
<i>Only dry bulb temperature capacities are acceptable.</i>				
#	Manufacturer	Outdoor Unit Model Number	Indoor Unit Model Number	Manufacturer-claimed Max Heating Capacity at or Below Design Temperature (Btu/hour/ducted heat pump)
1				
2				
3				
4				
5				
TOTAL Heating Capacity of Ducted Heat Pump(s):				
Total Heating Capacity of Ducted Heat Pump(s) as % of Estimated Heat Load (MINIMUM 100%)				%

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Homeowner Name:							
Installation Address:	Address		Town		State	ME	Zip
Mailing Address:	Address		Town		State		Zip
Homeowner Email Address:							
Homeowner Phone Number:							
Pre-upgrade Primary Heating Fuel:	N/A (new construction) Electric Baseboard	Oil Other	Kerosene	Propane	Wood	Heat Pump(s)	

Rebate Calculation		
1	Unadjusted Rebate Amount (Per Housing Unit)* Low Income = \$9,000 Moderate Income = \$6,000 Any Income = \$3,000	\$
2	Previous Heat Pump Rebates Issued for This Housing Unit	\$
3	Requested Rebate Amount (subtract row 2 from row 1)	\$
4	Limited Time Offer per housing unit (enter \$500 if upgrade was completed, and rebate claim emailed or postmarked, between 3/1/2026 and 12/31/2026, inclusive)	\$
5	Total (row 3 plus row 4)	\$

*A housing unit is defined as having a dedicated kitchen, sleeping area, and bathroom. Limit one rebate per upgrade.

Other Rebate Details	
Total Project Cost: Cost of ducted heat pumps (labor and materials)	\$ _____
Project Completion Date:	_____
Rebate Recipient:	Homeowner Residential Registered Vendor Rebates for low-income customers are sent to the vendor
Residential Registered Vendor Company (and branch if applicable):	_____
Name of Registered Technician:	_____
SIGNATURES. Please sign below to certify that all information on this claim form is correct, all work has been completed, and to commit to help Efficiency Maine conduct an inspection.	
Registered Vendor Signature:	Date: _____
Homeowner Signature:	Date: _____