

# RESIDENTIAL HEAT PUMP Rebate Claim Form



## REQUIREMENTS CHECKLIST all boxes must be checked

- 1. Invoice(s) attached, showing:
  - a. Full outdoor unit model number
  - b. Full indoor unit model number and description: wall, floor, ceiling cassette, or mini-duct
  - c. Cost
  - d. "Paid" if homeowner is rebate recipient
  - e. Completion date
  - f. Installation site address
- 2. Building is principal, year-round residence for occupants, not a seasonal, second, or vacation home
- 3. Installed in a 1- to 4-unit residential building located in Maine. For larger buildings, see [Commercial Programs](#).
- 4. Installed in primary living area, not a garage or outbuilding
- 5. Installed within the last 12 months
- 6. Installed by a heat pump [Efficiency Maine Residential Registered Vendor](#)
- 7. [Residential Heat Pump Installation Requirements Checklist](#) attached
- 8. Installed units meet the following criteria:
 

<b>TIER 1</b> <ul style="list-style-type: none"> <li>• <a href="#">AHRI-rated</a> HSPF 12.0 or greater for systems with single indoor unit</li> <li>• <a href="#">AHRI-rated</a> HSPF 10.0 or greater for systems with multiple indoor units</li> </ul>	<b>TIER 2</b> (elevated rebates) <ul style="list-style-type: none"> <li>• <a href="#">AHRI-rated</a> HSPF 12.5 or greater</li> <li>• Each system is single-zone</li> <li>• Wall-mounted indoor unit</li> <li>• Installed on or after 1/1/2020</li> <li>• Home not served by natural gas</li> </ul>
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**NOTE:** Lifetime limit is two heat pump indoor unit rebates per dwelling. Program subject to change without notice.

Homeowner Name:			
Installation 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	
<i>(A dwelling is a residential unit with a dedicated kitchen, sleeping area, and bathroom.)</i>			
#	HEAT PUMP MANUFACTURER	OUTDOOR UNIT MODEL NUMBER	QUANTITY OF INDOOR UNITS
1			
2			
1st Indoor Unit Rebate:		<input type="checkbox"/> \$500 if Tier 1, OR <input type="checkbox"/> \$1,000 if Tier 2	\$
2nd Indoor Unit Rebate:		<input type="checkbox"/> \$250 if Tier 1, OR <input type="checkbox"/> \$500 if Tier 2	\$
Total Rebate:			\$
Rebate Recipient:		<input type="checkbox"/> Homeowner <input type="checkbox"/> Residential Registered Vendor	
Registered Vendor Company Name:			
<b>SIGNATURES.</b> Please certify that all information on this Claim Form is correct by signing below. By submitting this claim, I agree to allow Efficiency Maine to verify installation and perform an inspection. If building access is required for an inspection, I agree to work with Efficiency Maine to schedule a mutually convenient time. I understand that Efficiency Maine may contact me about my experience on this project and I consent to receive program-related email and/or phone communications from Efficiency Maine and its service providers.			
<input type="checkbox"/> Yes, I'm interested in a free, independent inspection by Efficiency Maine			
Registered Vendor Signature:		Date:	
Homeowner Signature:		Date:	

Please submit by email: [hesp2@cleareult.com](mailto:hesp2@cleareult.com) OR Fax: 207-622-9933 OR Mail: 24 Stone Street, Suite 106, Augusta, ME 04330  
Please allow 6 weeks for rebate processing.

# RESIDENTIAL HEAT PUMP Installation Requirements Checklist



<b>Customer Name:</b>	<b>Street Address:</b>
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**SECTION 1. Registered Vendor Checklist.** Please complete the following section.

<b>Outdoor Unit</b>					
<input type="checkbox"/>	Greater than or equal to 18" above ground unless protected from snow				
<input type="checkbox"/>	Unobstructed airflow				
<input type="checkbox"/>	Level and plumb				
<input type="checkbox"/>	Does not interfere with walkway, porch, window or door				
<input type="checkbox"/>	Secured to wall or stand				
<input type="checkbox"/>	Protected from roof or runoff by gutter, rain cap, gable end, or overhang				
<input type="checkbox"/>	Outdoor unit and line set protected from falling snow if below metal roof (for installations on or after 4/1/2020)				
<b>Line Set</b>					
Manufacturer-specified lengths (feet): Minimum: _____ Maximum with factory charge: _____ Maximum: _____					
Actual line set length: _____					
<input type="checkbox"/>	Refrigerant added, if required by manufacturer: _____ Pounds _____ Ounces _____ NA				
<input type="checkbox"/>	Line set purged with nitrogen, pressure tested & evacuated with pump per mfg.'s instructions				
	MFG GUIDELINE (Optional)	ACTUAL		MFG GUIDELINE (Optional)	ACTUAL
Pressure test pressure (PSI)			# evacuations performed		
Duration (minutes)			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 (exception: unfinished spaces and space between house and outdoor unit)				
<input type="checkbox"/>	Insulation covers full length of line sets (no exposed copper)				
<input type="checkbox"/>	Floor/wall/ceiling penetrations sealed				
<input type="checkbox"/>	Condensate line installed without dips or traps				
<b>Indoor Unit</b>					
<input type="checkbox"/>	Level				
<input type="checkbox"/>	Adequate clearances for services and operation				
<b>Electrical Work</b>					
<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				
<b>System</b>					
<input type="checkbox"/>	System was run in both heating and cooling modes to ensure proper operation				
<b>Registered Vendor Signature:</b>					

**Section 2. Homeowner Checklist.** Please check all boxes to confirm that all requirements have been met.

<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 <a href="#">Efficiency Maine Heat Pump User Tips</a> .
<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.
<input type="checkbox"/>	Noise and vibration levels are acceptable.
<input type="checkbox"/>	Line set covers are aesthetically acceptable.
<b>Homeowner Signature:</b>	

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