

RESIDENTIAL HEAT PUMP

Rebate Claim Form



Homeowner Requirements Checklist

All rows must be checked. (Note: "Heat pump(s)" refers only to heat pumps for which rebates are being requested. Non-rebate-eligible heat pumps can be used to meet sizing requirements.)

1	Heat pump(s) will be used as primary heating system throughout the heating season
2	Homeowner supplied with a copy of Efficiency Maine Heat Pump User Tips
3	Homeowner taught 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 service
4	Homeowner understands electric bill will increase, but overall energy costs could decrease if heat pump is used optimally
5	If there is risk of frozen pipes, homeowner understands it can be minimized with insulation, heat tape on at-risk pipes, or space heaters set to keep the temperature just above freezing.

Check when applicable:

6	W-9 attached if the home is owned by a business and the business is the rebate recipient
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Additional Requirements for Low- and Moderate-Income Customers

1	Building is owner's principal residence
2	Customer eligibility verified prior to claim submission (check one): Low Income - Customer participates in MaineCare, TANF, SNAP, or HEAP Moderate Income - Customer has Adjusted Gross Income of up to \$70,000 for single filers or \$100,000 for joint filers

Registered Vendor Requirements Checklist

1	Primary, fossil fuel, space-heating system, if any, reserved for emergency backup by: <ul style="list-style-type: none"> Turning all thermostats off or all the way down, or Turning off and covering power switch, or Connecting system only to a generator
2	Heat pump outdoor unit is on Efficiency Maine's list of rebate-eligible heat pumps (Heat pump / fossil fuel combination systems ("dual fuel") are not rebate eligible)
3	New and previously installed heat pump(s) sized for at least 80% of home's peak heating load and Sizing Worksheet (page 2) attached
4	Heat pump(s), combined with supplemental heat, sized for at least 100% of home's peak heating load
5	Heat pump(s) installed by an Efficiency Maine heat pump Residential Registered Vendor
6	Heat pump(s) installed in a Maine: (check one) single-family, duplex, OR condominium Mixed use (residential/business) buildings with commercial meter(s), residential buildings with 3 or more units, and all other buildings are covered under our Commercial and Industrial Program .
7	Heat pump(s) installed in accordance with Efficiency Maine's Heat Pump Installation Requirements Checklist
8	Contractor has explained to the homeowner the maximum capacity of the heat pump at the low-end of its operating range, the expected temperatures for the home's location, and strategies for dealing with extreme temperature events.
9	Rebate claim form emailed or postmarked within 6 months of project completion
10	Invoice(s) attached, showing: <ul style="list-style-type: none"> Rebate-eligible costs Installation address

NOTE: Program subject to change without notice.

Please submit by email: hesp@efficiencymaine.com OR Mail: PO Box 219, Brunswick, ME 04011-0219.

Please allow 6 weeks for rebate processing.

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7/1/2024 Page 1 of 3

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Rebate Claim Form



SIZING WORKSHEET (REQUIRED)

Heat Load Estimate	
Design Temperatures (check one)	
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: _____)
Method (check one)	
1	Approved software
2	Efficiency Maine Heat Load Estimator
3	Square footage method: ≥ 20 Btu/hour/square foot of any area that: • is currently served by any heating system (existing homes), OR • will be heated (new construction) Enter square footage: _____
Estimated Heat Load at Design Temperature (Btu/hour)	
Enter heat load: _____	

Heat Pump Heating Capacities					
1. Capacities at wet bulb or dry bulb temperatures are acceptable for claims emailed or postmarked by 12/31/2024. Only dry bulb temperature capacities will be acceptable after this date.					
2. The heating capacity at design temperature of all heat pumps (single-zone, multi-zone, new, existing, rebate-eligible, and rebate-ineligible) can count towards the minimum 80% of peak load.					
	Claiming Rebate? (Y/N)	Manufacturer	Outdoor Unit Model Number	Indoor Unit Model Number*	Manufacturer-claimed Max Heating Capacity at or Below Design Temperature (Btu/hour/heat pump)
1					
2					
3					
4					
5					
6					
7					
8					
TOTAL Heating Capacity of Heat Pumps:					
Total Heating Capacity of Heat Pumps as % of Estimated Heat Load (minimum 80%):					%

*Please include air mover model numbers for ducted systems.

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RESIDENTIAL HEAT PUMP Rebate Claim Form



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:	Oil	Kerosene	Propane	Natural Gas	Wood	Electricity	Other	
	N/A (new construction)							

Rebate Calculation		
1	Cost of rebate-eligible heat pumps and electric panel upgrade	\$
2	Cost of heat pump warranties, boiler/furnace/tank removal, and any other directly related costs	\$
3	Total Rebate-Eligible Project Cost (add row 1 and row 2)	\$
4	Rebate Percentage Low Income = 80% Moderate Income = 60% Any Income = 40%	%
5	Unadjusted Rebate Amount (multiply row 3 by row 4)	\$
6	Lifetime Limit (per housing unit)* Low Income lifetime limit = \$8,000 Moderate Income lifetime limit = \$6,000 Any Income lifetime limit = \$4,000 <i>*A housing unit is defined as having a dedicated kitchen, sleeping area, and bathroom.</i>	\$
7	Previous Heat Pump Rebates Received	\$
8	Remaining Balance of Lifetime Limit (row 6 minus row 7)	\$
9	Requested Rebate Amount (enter row 5 or row 8, whichever is less)	\$

Project Completion Date:	____/____/____		
Rebate Recipient:	Homeowner Residential Registered Vendor <i>Rebates for low-income customers are sent to the vendor</i>		
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 and to commit to help Efficiency Maine conduct an inspection.			
Registered Vendor Signature:		Date:	____/____/____
Homeowner Signature:		Date:	____/____/____

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7/1/2024 Page 3 of 3