

# HVAC MAINTENANCE PREQUALIFICATION

To prequalify for your \$50 HVAC Maintenance Rebate, please carefully read the information below, and then complete the Prequalification Request Form.

**\*\*\*Actual Maintenance *MUST* be Complete and Rebate Form MUST be received within 40 days of receipt of prequalification approval.**

## Rebate Requirements:

- Please refer to the Energy Efficiency Rebate Policy below for complete details.
- Valid on electric central cooling and heating units.
- Must be maintenance by a State of Florida Certified Heating, Air Conditioning, Refrigeration and Ventilation (HARV) or mechanical contractor.
- Limit to a one-time, one rebate, per central unit, per household, per address of a City of Homestead utility customer.
- Must provide the contractor's invoice or paid receipt, which must include the contractor's license number, customer name, address, and date of maintenance.

## Energy Efficiency Rebate Policy:

### Section 1. Overview

Homestead Energy Services offers conditional rebates to qualifying customers as an incentive to maintain your central AC. Customers benefit through utility bill savings and sound environmental stewardship; Homestead Energy Services benefits by reducing its peak demand and reliance on power production from fossil fuels.

### Section 2. Program Eligibility Criteria and Requirements

The following criteria and services must be met and completed by a licensed contractor for a utility customer to be deemed eligible for a rebate.

- Check refrigerant level
- Check thermostat
- Check for leaks in ductwork
- Check and clean condenser and evaporator coils
- Check fans for tightness and cleanliness
- Lubricate fan motors
- Check controls
- Check voltage and amperage
- Only residential retail electric customers of record may qualify for a rebate.
- Your City of Homestead Utility Bill must be paid up to date and remain current to be eligible to receive a rebate.
- Limit one HVAC Maintenance rebate per customer account

*Policy continued on next page*



# HVAC MAINTENANCE PREQUALIFICATION

## Energy Efficiency Rebate Policy - *continued*

### 2.01.1. Application

- An application for a rebate must be completed and approved by Homestead Energy Services.
- A copy of the maintenance report and contractors receipt by a City of Homestead utility's customer must be attached and mailed to Homestead Energy Services within 90 days of the maintenance. The maintenance report must include the customer name, address, and date of maintenance.

### 2.02. Additional Terms; Rebate Credit

- Homestead Energy Services reserves the right, in its sole and absolute discretion, to
  - Withhold payment of any rebate until any identified problems with the applications and/or rebate program are resolved.
  - Terminate this rebate in whole or in part due to the recipient's failure to fulfill the terms and conditions in this document, or due to non-appropriation of necessary funds.
  - Alter the rebate program at any time and without notice to customer.
- First come, first serve. All applications will be date and time stamped as soon as they are delivered to the receptionist at Homestead Energy Services located at 675 N Flagler Avenue Homestead, FL 33030.
- All rebates are subject to funding availability. Homestead Energy Services may cancel a rebate at any time prior to payment, without notice, due to lack of available funds.
- Rebates may take between 6-8 weeks for processing.
- Rebates may be paid to customer in the form of a check. In the event that a qualifying customer is in default of any payment obligations to The City of Homestead, Homestead Energy Services may, in its sole and absolute discretion, apply the rebate as a credit against such default amounts.

### 2.03. Limit of Liability; Indemnification

- In no way shall Homestead Energy Services be liable for, and Customer hereby agrees to indemnify, defend and hold harmless Homestead Energy Services, its subsidiaries or affiliates, and their respective employees, officers and directors, from and against any and all liability, loss, damage, cost or expense, including attorney's fees, that may be caused by, due to, occasioned by, or otherwise arising out of the maintenance, operation, misoperation, or use of Customer's contractor.
- Customer acknowledges and agrees that in no event shall any statement, representation, or lack thereof, either express or implied, by the City of Homestead, relieve the Customer of exclusive responsibility for the Customer's HVAC system. Specifically, Homestead Energy Services approval of the rebate application, payment of the rebate, or of any Homestead Energy Services inspection of the maintenance work shall not be construed as confirming or endorsing the HVAC system design or its operating procedures nor as a warranty or guarantee as to the safety, reliability, or durability of the maintenance work.

### 2.04. Renewable Energy Credits; Green Attributes

- By participating in this program, customer agrees that Homestead Energy Services shall have the sole right to obtain and retain ownership of, and to qualify for and receive the full benefit of, any and all existing and future credits, certificates, benefits, environmental attributes, emissions reductions, offsets and/or allowances, however entitled, attributable to the qualifying maintenance.



# HVAC MAINTENANCE PREQUALIFICATION FORM

## Customer Information:

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Address of Maintenance (if  
different from above): \_\_\_\_\_  
\_\_\_\_\_

## Maintenance Information:

AC Unit Serial # & SEER: \_\_\_\_\_  
Date of AC Unit Installation (if  
known) \_\_\_\_\_  
Prospective Contractor : \_\_\_\_\_  
Contractor Address: \_\_\_\_\_  
Contractor Phone: \_\_\_\_\_  
Contractor License Number: \_\_\_\_\_

Prospective Date of Maintenance: \_\_\_\_\_

**\*\*\*Actual Maintenance MUST be Complete  
and Rebate Form MUST be received within  
40 days of receipt of prequalification  
approval.**



### Send Rebate Requests to:

Homestead Energy Services  
675 N Flagler Ave  
Homestead, FL 33030

Questions or comments about this form may be directed to:  
Christie Thompson  
[cthompson@cityofhomestead.com](mailto:cthompson@cityofhomestead.com)  
(305) 224-4719

*I hereby certify that the requirements of Homestead Energy Services "Rebate Policy" and the requirements above will be met, that the equipment listed above is at the address listed and, if requested, I will allow a representative of Homestead Energy Services to physically inspect the equipment. In addition, I certify that I have not previously received or applied for other utility incentives or rebates for the maintenance work specified on this application. By participating in this program, I agree that Homestead Energy Services shall have the sole right to obtain and retain ownership of, and to qualify for and receive the full benefit of, any and all existing and future credits, certificates, benefits, environmental attributes, emissions reductions, offsets and/or allowances, however entitled, attributable to the maintenance of the Central AC unit.*

\_\_\_\_\_  
(Customer Signature)

\_\_\_\_\_  
(Date)