

# 2019 Central A/C Tune-Up Rebate Instructions

## City of Olivia

By participating in the We Save program, you can save energy and earn a rebate when you have a qualifying Central A/C Tune-Up performed by a licensed and insured heating/cooling contractor.

### What rebate can I earn?

Central A/C Tune-Up = \$25

### What is a qualified Central A/C Tune-Up?

To qualify for the Central A/C Tune-Up rebate, the service performed must meet the following Minimum Service Requirements:

- ✓ Check voltage
- ✓ Check thermostat operation & control sequence
- ✓ Inspect belt condition
- ✓ Inspect & lubricate blower
- ✓ Check coolant level & pressure
- ✓ Perform visual inspection of entire A/C system
- ✓ Clean & inspect condenser coil
- ✓ Clean, inspect, & lubricate motors
- ✓ Clean or replace air filter
- ✓ Confirm proper air flow
- ✓ Clean or replace air filter

### When can Central A/C Tune-Ups be performed?

Central A/C tune-ups are typically scheduled during the months of April through October and determined by weather conditions.

### How Do I Qualify?

- Residential customers receiving electric service from the City of Olivia are eligible for a rebate when they purchase a qualifying central A/C tune-up.
- **Central A/C tune-up service must be performed by a licensed and insured heating/cooling contractor.**
- **Central A/C tune-up service must meet the Minimum Service Requirements specified above.**
- Information on rebate application must match invoice.
- Utility and MMPA assume no liability for any incidental or consequential damages resulting from the central A/C tune-up services provided by the contractor.
- Customer must apply for rebate within one year from date central A/C tune-up was performed.
- Rebate application must include complete contractor information (including technician signature) and a copy of dated sales invoice. Incomplete rebate applications will not be processed.
- Limit one rebate per customer account per year.
- Rebate requests are processed on a first-come first-serve basis. Annual rebate funds are limited. Rebate programs, qualifications, and amounts are subject to change at any time.
- Qualifying customers must apply for rebate by November 30, 2019.

#### Rebate Checklist:

- Completed Application
- Copy of dated invoice

Questions? Please contact us.

Phone: 320-523-2361  
Fax: 320-523-1416  
Website: Olivia.mn.us

#### Send Rebate Forms to:

City of Olivia  
1009 W. Lincoln Ave.  
Olivia, MN 56277

# City of Olivia

# 2019 Central A/C Tune-Up Rebate Application

COMPLETE THESE SEVEN EASY STEPS TO GET YOUR REBATE.

## STEP 1: CUSTOMER INFORMATION

Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

*If different from above, enter name and address where rebate should be sent.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

## STEP 2: CONTRACTOR INFORMATION

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

## STEP 3: CENTRAL A/C INFORMATION

This section to be completed by Technician performing tune-up. If information is unknown, enter N/A.

Size (Btuh or Tons): \_\_\_\_\_ SEER: \_\_\_\_\_ Residence Type:  Single Family  Multi Family

## STEP 4: MINIMUM SERVICE REQUIREMENTS

I hereby certify that A/C Tune-Up service performed meets the following Minimum Service Requirements:  
(1) Check voltage; (2) Clean & inspect condenser coil; (3) Check thermostat operation & control sequence; (4) Clean, inspect, & lubricate motors; (5) Inspect belt condition; (6) Clean or replace air filter; (7) Inspect & lubricate blower; (8) Confirm proper air flow; (9) Check coolant level & pressure; (10) Perform visual inspection of entire A/C system.

Technician Name: \_\_\_\_\_ Tune-Up Cost \$: \_\_\_\_\_

Technician Signature: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

## STEP 5: CUSTOMER SATISFACTION SURVEY

Overall satisfaction with service provided:  Satisfied  Did not meet my expectations

Technician was on-time and professional:  Agree  Disagree

Additional Comments:

## STEP 6: ATTACH NECESSARY DOCUMENTATION

Copy of dated Contractor's invoice including description of service provided.

## STEP 7: CUSTOMER SIGNATURE

I hereby certify that all information is accurate. I have read all information on this form and agree that MMPA may verify the information I have provided.

**X** \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

FOR MMPA UTILITY USE ONLY. DO NOT WRITE IN THIS AREA.

Approved By: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_ Rebate (\$): \$25.00



Expires November 30, 2019