

# Appalachian Power Home Performance Program HVAC, Insulation, & Air Sealing Rebate Application



TAKE CHARGE™

**IMPORTANT:**

Contractor must fill out Sections 3-7 to complete your submission.  
**Make sure contractor completes this form during your service.**

## 1 Preliminary Information

Whom should we contact with questions?  Customer  Contractor

Who will receive the rebate check?  Customer  Contractor

If you checked Contractor, please acknowledge that your contractor will receive all rebate funds allocated for this project.

Appalachian Power Account Holder's Signature \_\_\_\_\_

## 2 Customer Information

Account No. <input type="text"/>	Phone Number		
Account Holder First Name	Account Holder Last Name		
Installation Address	City	State	ZIP Code
Mailing Address <input type="checkbox"/> Same as Installation Address	City	State	ZIP Code
How did customer hear about program:	<input type="checkbox"/> Bill	<input type="checkbox"/> Letter from Utility	<input type="checkbox"/> TV/Radio
	<input type="checkbox"/> Email Promotion	<input type="checkbox"/> Friend or Neighbor	<input type="checkbox"/> Social Media
	<input type="checkbox"/> Email Newsletter	<input type="checkbox"/> Contractor	<input type="checkbox"/> Newspaper
	<input type="checkbox"/> Postcard	<input type="checkbox"/> Home/Trade Show	<input type="checkbox"/> Other _____
			<input type="checkbox"/> Internet
			<input type="checkbox"/> Call from my Utility
			<input type="checkbox"/> Utility Referral

## 3 Contractor Information

**CONTRACTOR MUST COMPLETE THIS SECTION AT TIME OF SERVICE.**

Company Name		
Contact Person First Name	Contact Person Last Name	
Address 1	Address 2	
City	State	ZIP Code
Phone Number	Fax Number	Email Address*

\*Your email address will only be used for transactional emails regarding application status.

Mail this completed application and other required documents to this address:

**Appalachian Power Home Performance Program**  
100 Roxalana Business Park  
Dunbar, WV 25064

**Don't forget:**



- Make sure contractor has filled out Sections 3, 4, 5, 6 and signed in Section 7
- Complete and sign program application
- Include sales receipt that shows "paid in full" or zero balance (must be postmarked within 45 days of service)
- Save a copy of all documents for your records

**Questions? Call toll-free 855-422-5510**

# 4 Weatherization Steps for Air Sealing, Duct Sealing, Insulation.

**CONTRACTOR MUST COMPLETE THIS SECTION AT TIME OF SERVICE.**

Type of residence:  Single Family  Multi-Family (Attached, Duplex or Quad)

Home Properties					
HVAC Unit Type** (Heat Pump, Electric Furnace with A/C, Electric Furnace without A/C, Central Air Conditioner)	SEER	EER	HSPF	COP	Conditioned Space Square Footage

Insulation			
Measure (Net Change in R-Value)	Quantity/Square Footage Upgraded	Original R-Value	Upgraded/ Final R-Value
Attic Insulation (Achieve R-38 or greater)			
Wall Insulation (Achieve R-13 or greater)			

Air Sealing						
Linear Feet of Window Caulking	Linear Feet of Door Caulking	Number of Door Sweeps Installed	Linear Feet of Weather Stripping Installed	Original CFM50 Reading*	Final CFM50 Reading*	Percentage Improvement*

Duct Sealing				
Duct Sealing Type	Linear Feet of Duct Sealing	Original CFM25 Reading*	Final CFM25 Reading*	Percentage Improvement*

*How to calculate  
Percentage Improvement:  
(previous-new)/previous*

\*Required field.

\*\*Primary heating system must be electric (heat pump, furnace, electric baseboard) in order to qualify for any rebates. See terms and conditions for details.

# 5 HVAC Upgrade Steps

**CONTRACTOR MUST COMPLETE THIS SECTION AT TIME OF SERVICE.**

Type of residence:  Single Family  Multi-Family (Attached, Duplex or Quad)  Other \_\_\_\_\_

Total number of units at home: \_\_\_\_\_

New Unit	Unit 1	Unit 2	Unit 3	Unit 4
Type of Unit				
Outdoor Unit - Make				
Outdoor Unit - Model #				
Outdoor Unit - Serial #				
Indoor Unit - Make				
Indoor Unit - Model #				
Indoor Unit - Serial #				
SEER				
EER				
HSPF				
COP				
Date Serviced				
Number of Tons				

**ATTENTION:**  
Heat Pump Rebates are only offered to replace electric resistance heating units (electric furnace, electric baseboard).

Replaced Unit	Unit 1	Unit 2	Unit 3	Unit 4
Type of Unit				
Date Serviced				
Approximate System Age				

Only complete table below if existing equipment is an electric furnace with an add-on A/C.

Outdoor Unit - Make				
Outdoor Unit - Model #				
Outdoor Unit - Serial #				
Indoor Unit - Make				
Indoor Unit - Model #				
Indoor Unit - Serial #				
SEER				
EER				
HSPF				
COP				
Date Serviced				
Number of Tons				
Approximate System Age				

# 6 Rebate Details

**CONTRACTOR MUST COMPLETE THIS SECTION AT TIME OF SERVICE.**

Measure	Criteria	Rebate Level	Incentive Amount
Attic Insulation	Adding at least R-38**	\$0.30 per sq. ft. up to \$300	
Wall Insulation	Adding at least R-13**	\$0.30 per sq. ft. up to \$300	
Air Sealing	Achieve at least a 30% reduction	50% of cost up to \$150	
Air Sealing	Achieve at least a 40% reduction	50% of cost up to \$200	
Duct Sealing	Achieve at least a 10% reduction	50% of cost up to \$100	
Programmable Thermostat Installation*		50% of cost up to \$95	
Heat Pump Replacing Electric Baseboard or Electric Furnace	SEER >15 8.7 HSPF	\$100 per ton up to \$300	
*Programmable thermostat will only be eligible for a rebate if installed during a heat pump installation where existing thermostat was not programmable. ** New Rvalue - Old Rvalue must be equal or greater than this value.			<b>Total Rebate \$</b>

### The following have been verified by contractor:

- Contractor must verify that existing thermostat was not programmable
- Contractor must verify that the new thermostat was programmed prior to the contractor leaving the premise
- Contractor must verify that they have explained the benefits and features of the new programmable thermostat
- Contractor must verify that they have given the homeowner a tutorial on using the new programmable thermostat

# 7 Program Rules and Equipment Eligibility Requirements

1. Work must be completed by a contractor who is registered in the Appalachian Power contractor network.
2. Work must be completed between January 1, 2018- December 31, 2018.
3. Customer must be classified as and served under a residential rate.
4. The customer must have an active residential account with Appalachian Power in Virginia.
5. Applications must be postmarked within 45 days of project completion.
6. The approved rebate will be processed and mailed within 60 days of the application's receipt.
7. All rebate applications are subject to inspection.
8. The amount and availability of rebates are subject to change.
9. Only one account number per application is accepted. If upgrades are made across multiple account numbers, then separate applications must be completed reflecting the quantities associated with each account number.
10. Customer must have participated in the in-home assessment prior to measures being completed.
11. You have up to 12 months from the date of your initial in-home assessment to enroll and submit a rebate application.
12. Heat Pump Rebates are only offered to replace electric resistance heating units (electric furnace, electric baseboard). Weatherization rebates only offered when primary heat source is electric.
13. APCo, its parents, subsidiaries, employees, affiliates and agents assume no responsibility for the performance of the equipment or equipment warranty, the quality of the work, labor and/or materials supplied, and/or the acts or omissions of the participating contractor.

I have read and hereby agree to the Home Performance Program Terms and Conditions (separate form) and Rules and Equipment Requirements (as stated on this form).

**CONTRACTOR MUST SIGN THIS SECTION AT TIME OF SERVICE.**

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date