

If you have questions while completing this form, please contact Energy Management Solutions, Inc. weekdays during business hours for assistance.

Phone: 952-767-7450  
Fax: 952-556-9171

**Send your completed applications to:**

City of Chaska  
Electric Department  
660 Victoria Drive  
Chaska, MN 55318

**Checklist For Application:**

- A copy of the dated invoice including description of service performed.
- Completed Application

By participating in the Chaska Rebate 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?**

A/C Tune-Up = **\$25**

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

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

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

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

Central A/C Tune-Ups are typically scheduled during the months of April through October. Availability is determined by weather conditions.

**How Do I Qualify?**

- Residential customers receiving electric service from City of Chaska Electric Department are eligible for a rebate when they purchase a Central AC Tune-Up.
- **The Central A/C Tune-Up service must be performed by a licensed and insured heating/cooling contractor.**
- **The Central A/C Tune-Up service must meet the Minimum Service Requirements specified above.**
- The Central A/C Tune-Up service must be performed in a home that receives electric service from City of Chaska Electric Department.
- City of Chaska Electric Department assumes 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 tune-up was performed.
- Rebate applications must include complete contractor information (including technician signature) and a copy of dated sales invoice. **Incomplete rebate applications will not be processed.**
- Rebates are limited to one rebate per customer account per year.
- Rebate requests are processed on a "first-come first-served" basis. Annual rebate funds are limited. Rebate programs, qualifications, and amounts are subject to change at any time. The customer is responsible for checking with City of Chaska Electric Department to determine whether the program is still in effect.
- A percentage of submitted rebate projects will be spot checked.
- Qualifying customers must apply for rebate by November 30, 2021.



# City of Chaska Electric Department

# 2021 Central A/C Tune-Up Rebate Application

COMPLETE THESE FIVE EASY STEPS TO GET YOUR REBATE.

**STEP 1: CUSTOMER INFORMATION (To be completed by Customer) Check if: [ ] Residential or [ ] Business**

Customer Name \_\_\_\_\_ **Account Number** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone (daytime) \_\_\_\_\_ Email \_\_\_\_\_

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

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**STEP 2: CONTRACTOR INFORMATION (To be completed by Contractor)**

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**STEP 3: MINIMUM SERVICE REQUIREMENTS (To be completed by Technician performing tune-up)**

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 \_\_\_\_\_

Technician Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP 4: ATTACH NECESSARY DOCUMENTATION**

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

**STEP 5: CUSTOMER SIGNATURE**

I hereby certify that all information is accurate. I have read all information on this form and agree that City of Chaska Electric Department may verify the information I have provided.

X \_\_\_\_\_ Date \_\_\_\_\_

**Note: Rebates take 6 to 8 weeks for processing.**

FOR CITY OF CHASKA ELECTRIC DEPARTMENT USE ONLY. DO NOT WRITE IN THIS AREA.

Approved By \_\_\_\_\_ Date \_\_\_\_\_ Rebate Amount \$ \_\_\_\_\_

