

# 2025 HVAC Equipment Tune-up Rebate

Please read all information on page 2 before completing this form.

All information below is required to process rebate.



## Customer Information

Name \_\_\_\_\_ Account number \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Installation address (if different) \_\_\_\_\_

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

Contact phone \_\_\_\_\_ Email address \_\_\_\_\_

Preferred method of follow-up communication: ☐ Mail ☐ Email ☐ Phone

## Contractor Information

Business name \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

## HVAC Equipment Tune-Up Information

Date of service \_\_\_\_\_ Cost of tune-up \_\_\_\_\_

Type of equipment serviced: ☐ Air-Conditioner (\$75) ☐ Heat Pump (\$150)

Manufacturer/brand of equipment \_\_\_\_\_ Size (tons) \_\_\_\_\_

Equipment model \_\_\_\_\_ Age of equipment \_\_\_\_\_

Heating type: ☐ Electric ☐ Fuel Oil ☐ Natural Gas ☐ Propane ☐ Other \_\_\_\_\_

Services **required** to be completed to qualify:

☐ Condenser coil cleaning

☐ Air filter change

☐ Refrigerant charge measurement and correction

☐ Air flow measurement and correction (if not completed during equipment install)

By signing this application, I certify the information is true and correct to the best of my knowledge, that the equipment for which I am claiming a tune-up rebate is installed at the address provided. If requested, I will allow an Otter Tail Power Company representative to physically inspect the equipment. I have read and understood all information on the last page of this form and have attached my dated invoice for tune-up services provided.

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

# Otter Tail Power Company HVAC Equipment Tune-up Program requirements and guidelines

Otter Tail Power Company reserves the right to deny any rebate that does not meet program qualification requirements. Rebate programs may be discontinued or modified at any time.

## Rebate details

1. Rebate will not exceed invoiced cost of service.
2. Tune-up must be completed by licensed contractor. One rebate per 10 years.
3. Equipment serviced must be at a location where electricity is supplied by Otter Tail Power Company. Minnesota residential and commercial customers. South Dakota residential customer only.
4. Rebate requests for equipment serviced during the calendar year noted at the top of page one of this form must be received
5. Proof of service including **copy of invoice/receipt** must be submitted with this rebate request.
6. Allow 6 to 8 weeks for processing.
7. Rebate limits apply. Rebate programs are subject to change or cancellation without notice.
8. Acceptance of this application does not guarantee payment. You must meet rebate eligibility requirements.
9. You will be notified if your application is not accepted.
10. Visit [www.otpco.com](http://www.otpco.com) or call our Idea Center at 800-493-3299 to verify program requirements.
11. Otter Tail Power Company is not responsible for inaccurate information supplied by equipment dealers or contractors.

*Incomplete rebate applications will be returned and no rebate will be issued until all required information is provided.*

## Checklist

Did you include the following?

- ☐ Your Otter Tail Power Company account number (found on your electric bill)
- ☐ Your receipt or invoice
- ☐ All required equipment information
- ☐ Proof of efficiency levels, where required
- ☐ Your signature

## Submit your completed application

**By mail:** Rebates  
Otter Tail Power Company  
PO Box 496  
Fergus Falls, MN 56538-0496

**By email:** [rebates@otpco.com](mailto:rebates@otpco.com)