

# 2024 HVAC Equipment Tune-up Rebate Application



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

For Office Use Only: Pre-Request \_\_\_\_\_

## Customer Information (please print)

Name \_\_\_\_\_ Account number (found in the center portion of your bill) \_\_\_\_\_  
Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Address where equipment was installed (if different): \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact phone \_\_\_\_\_ Email \_\_\_\_\_

## Contractor Information

Business name \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

## HVAC Equipment Tune-Up Information

Manufacturer/brand of equipment \_\_\_\_\_ Size (tons) \_\_\_\_\_  
Equipment model \_\_\_\_\_ Age of equipment \_\_\_\_\_  
Heating type:  Electric  Fuel Oil  Natural Gas  Propane  Other \_\_\_\_\_  
Type of equipment serviced:  Air-Conditioner (\$75)  Heat Pump (\$150) Date serviced \_\_\_\_\_  
Services **required** to be completed to qualify: Cost of tune-up \_\_\_\_\_  
 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 \_\_\_\_\_

### OFFICE USE ONLY

Date \_\_\_\_\_ Energy Management Rep \_\_\_\_\_  
Visually inspected?  Yes  No  Send check to customer  
 Send check to OTP Rep: \_\_\_\_\_

# 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 Application Details

- Rebate will not exceed invoiced cost of service.
- Tune-up must be completed by licensed contractor.
- Equipment serviced must be located at a residence where electricity is supplied by Otter Tail Power Company.
- Rebate requests for equipment serviced during the calendar year noted at the top of page one of this form must be received no later than March 31 of the following calendar year or will not be accepted.
- Proof of service including **copy of invoice/receipt** must be submitted with this rebate request.
- Customer rebate requests may require review by local Energy Management Representatives.
- Allow 6-8 weeks for processing.
- Rebate limits apply. Rebate programs are subject to change or cancellation without notice.
- Acceptance of this application does not guarantee payment. You must meet rebate eligibility requirements.
- You will be notified if your application is not accepted.
- Visit [www.otpco.com](http://www.otpco.com) or call our Idea Center at 800-493-3299 to verify program requirements.
- Otter Tail Power Company is not responsible for inaccurate information supplied by equipment dealers or contractors.
- The HVAC Equipment Tune-up program was effective 1/1/2024. Equipment serviced prior to this date is not eligible for rebate.

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

## Did you include the following?

- Your Otter Tail Power Company account number (found on your energy bill)
- Copy of invoice/receipt
- Your signature

**Send completed application and required documentation to:**

Rebates  
Otter Tail Power Company  
PO Box 496  
Fergus Falls, MN 56538-0496  
or email to [Rebates@otpco.com](mailto:Rebates@otpco.com)