



**Please Return This Form To:**  
Pend Oreille Public Utility District  
PO Box 190 or 130 N. Washington  
Newport, WA 99156  
[Communications@popud.org](mailto:Communications@popud.org)  
Questions? Call: 509-447-3137

## Ductless and Ducted Mini-Split Heat Pump (DHP) Project Installation Form

All sections must be filled out by the installer at the time of installation. A copy of this completed form and the purchase receipt or invoice must be promptly submitted to the Pend Oreille PUD in accordance with utility policy in order to qualify for an incentive.

All systems must:

1. Be listed on [BPA's DHP Qualified Product List](#).
2. Be installed by a licensed contractor and according to the [Best Practices for Installing Ductless Heat Pumps Guide](#).
3. Be installed in accordance with manufacturer specifications, including adherence to proper refrigerant charging.
4. Meet local utility requirements. Only one rebate may be claimed per electrically heated household.

What is Being Installed? (Select One)	Eligible Home Types (Select One)	Eligible Existing Heating System Being Displaced (Select One)
<input type="checkbox"/> Single Ductless Indoor Head <input type="checkbox"/> Single Ducted Mini-Split <sup>1</sup> <input type="checkbox"/> Multiple Ductless Indoor Heads <input type="checkbox"/> Multiple Indoor Ducted Mini-Splits <sup>1</sup> <input type="checkbox"/> Combination Ductless/Ducted Mini-Splits	<input type="checkbox"/> Existing Single Family <input type="checkbox"/> Existing Manufactured <input type="checkbox"/> New Manufactured	<input type="checkbox"/> Electric Forced Air Furnace  <input type="checkbox"/> Electric Zonal <sup>2</sup>
<input type="checkbox"/> Ductless Heat Pump Upgrade	<input type="checkbox"/> Existing Single Family <input type="checkbox"/> Existing Manufactured	<input type="checkbox"/> Ductless Heat Pump

<sup>1</sup> Ducted Mini-Splits do not include whole home centrally ducted systems. See PTCS Air Source Heat Pumps for information on whole-home centrally ducted systems.

<sup>2</sup> Zonal heating includes electric, non-ducted: Ceiling cable, wall, baseboard, plug-in and an electric boiler/water heater attached to a hydronic floor heating system.

### Household Information

Customer Name	PUD Customer #		
Installation Address	City	State	Zip
Mailing Address (if different)	City	State	Zip
Email Address	Customer Phone		
Year Built:	Total Sq Ft of Heated Area of the Home:		

## Installation Information & Installer Signature

AHRI Certified Reference #:		HSPF Rating:	Installation Completion Date:
Outdoor Unit Manufacturer:		Outdoor Unit Model(s) #:	
Associated Indoor Units	Indoor Unit Model Number(s)	Associated Indoor Units	Indoor Unit Model Number(s)
Indoor Unit 1:		Indoor Unit 3 (if installed):	
Indoor Unit 2 (if installed):		Indoor Unit 4 (if installed):	
Total Installed Cost (before rebates): \$ _____			
By signing below, the installer certifies that this form and any required additional documentation, including installation invoice, are filled out completely, truthfully and accurately, and that all measures associated with this project were completed as of the signature date below. The signature certifies that the installer is licensed, bonded, insured, and has been trained by the manufacturer of the installed product and has received contractor orientation available at <a href="https://goingductless.com/partners">https://goingductless.com/partners</a> .			
Installer Name		Installation Company	Installer Phone #
Installer Signature		Installer Email	Date

## Customer Required Signature

By signing below, the applicant represents and warrants that the information contained in this installation form are true and correct the best of applicant's knowledge. The applicant further agrees to indemnify and hold harmless the Pend Oreille PUD (the District) and any of their agents or employees from any claims or damages, including but not limited to any special, direct, indirect, incidental, or consequential damages arising out of or in connection with participation in this Energy Efficiency Program, and understands that incentive payments are authorized by the District and are subject to change. By signing below, the applicant authorizes the District to release billing and usage information to Bonneville Power Administration (BPA) and acknowledges that BPA may request billing information for up to two years pre-installation and two years post-installation. The applicant also certifies that the energy-efficient improvements indicated on this form have been completed in accordance with the District and BPA requirements and all purchase receipts and installer's invoices have been included with this form.	
Applicant/Customer Signature	Date

## Privacy Act Statement

Basic authority for collecting this information is authorized by 16 U.S.C. §§ 832 et. seq., and 838 et. seq., pursuant to Bonneville Power Administration's Energy Efficiency Program system of records established in 46 FR 31700. This information is primarily intended to further, but is incidental to the performance of, BPA's overall Energy Efficiency Program, the objective of which is to acquire energy resources through energy efficiency, to determine what cost-effective conservation and direct application renewable resources measures should be installed or adopted under different circumstances, and to provide incentives for the installation of such measures. Other routine issues of this information include: aggregation into a public database on energy efficiency; furnished to authorized personnel for installation/repair of equipment; aggregated into a database for program publicity; and in some instances information regarding buildings will be made available to subsequent purchasers of the buildings. Your disclosure of the requested information is voluntary; however failure to provide requested information means that it will not be possible for you to participate in this BPA Energy Efficiency program.

Internal Use Only - To Be Completed by the Pend Oreille Public Utility District	
BPA Reference No.:	Approved Incentive Amt:
District Approval Signature:	Date: