

Energy Trust's Multifamily Home Energy Solutions program offers cash incentives to help you invest in energy-saving improvements in your buildings. Incentives are available for common-area lighting, clothes washers, water heaters, windows, insulation, exterior doors, and heating, ventilation and air conditioning equipment.

Our incentives, combined with Oregon Business Energy Tax Credits, can make energy-efficiency investments easy and affordable.

### Who is eligible to participate?

The following eligibility requirements must be met:

- Must be an Oregon customer of Portland General Electric, Pacific Power, NW Natural or Cascade Natural Gas
- Must be an Oregon rental property or condominium building\*
- Existing multifamily or condominium dwellings must have 5 or more units on a single site†
- Energy-saving measures must meet program requirements

### How to participate

We make the process easy! Our multifamily team will answer questions and complete Energy Trust incentive and state tax credit application forms. We are your primary contact, from application through installation.

Please call us at **1-866-311-1822** to schedule a **FREE building assessment** or get started with project paperwork.

To be eligible for incentives, you must contact us at 1-866-311-1822 before you begin work. We can also answer questions about Multifamily Home Energy Solutions and Oregon Business Energy Tax Credits.

\*Special rules apply to condominiums. Call, or visit [www.energytrust.org/multifamily](http://www.energytrust.org/multifamily) for more information

†Properties with 1–4 units are eligible for incentives through Energy Trust's Home Energy Solutions program for existing homes. See the reverse side, or call us at 1-866-311-1822 for details and assistance

‡Subject to available funding

## Follow these steps to get cash back for your energy-saving improvements

### Step One

- ✓ Before you begin work, call our multifamily team at 1-866-311-1822 to request a customer inquiry form or schedule a free building assessment
- ✓ Obtain a bid for your energy-saving improvements from a trade ally contractor, or licensed and insured contractor
- ✓ Complete the customer inquiry form, including estimated start and completion dates
- ✓ Mail the form and bid to:  
Multifamily Home Energy Solutions  
1400 SW 5th Avenue, Suite 830  
Portland, OR 97201  
  
Or, fax the form to:  
1-866-698-3323

### Step Two

- ✓ We will review your project request.
- ✓ We will send you an incentive offer that includes completed paperwork for your cash incentives and tax credits.‡

### Step Three

- ✓ Decide if the incentives are right for you and contact us within 30 days to accept our incentive offer.

### Step Four

- ✓ As your project nears completion, we will contact you to schedule an inspection. During this inspection, our team will install instant-saving measures in lighting and water use.

### Step Five

- ✓ Once the project is complete, submit copies of your final paid contractor invoices or paid receipts separately to Energy Trust for your incentives, and to Oregon Department of Energy for your tax credits.

## How to Participate

### Single Family Home Energy Solutions—I to 4-unit rentals

#### To apply for Business Energy Tax Credits

Before you begin work, call our customer service staff at 1-866-311-1822. They will help you apply for state tax credits.

#### To receive Energy Trust incentives for one to four-unit rentals

1. Call us at 1-866-368-7878 to schedule a FREE Home Energy Review. Our Energy Advisor will conduct a one-hour walk-through of your unit and provide an action plan for installing energy-saving improvements, which can be installed by an Energy Trust contractor, or approved contractors.
2. Contact a contractor to discuss installation of energy-saving measures. A list of Energy Trust trade ally contractors can be found at [www.energytrust.org](http://www.energytrust.org). If you plan to self-install, or work with a CCB-licensed contractor who is not a Home Energy Solutions trade ally, call us at 1-866-368-7878 for guidelines.
3. Have your energy-saving measures installed.
4. Once the work is complete, submit a copy of your contractor's invoice, along with Form 300A or 320H for a single unit, or Form 320U for 2 to 4 units, within 120 days of measure installation to:  
Home Energy Solutions  
P.O. Box 847  
Portland, Oregon 97207  
Or by fax to: 1-866-516-7592

*Your incentive check will be mailed 6 to 8 weeks after we receive your completed forms and receipts.*

#### Notes:

- Energy Trust maintains a network of trade ally contractors. Contractors who are not participating in Energy Trust's Trade Ally program are still eligible to install recommended measures, provided they are licensed by the Oregon Construction Contractors Board.
- Financing is available to help you install recommended measures. You may choose between cash incentives and low-interest financing. The number of measures that you choose to install will determine the interest rate for a loan. You may not receive both cash incentives and a loan.

*Energy Trust of Oregon, Inc., is an independent nonprofit organization dedicated to energy efficiency and renewable energy development. Our mission is to change how Oregonians produce and use energy by investing in efficient technologies and renewable resources that save dollars and protect the environment. We serve Oregon customers of Portland General Electric, Pacific Power, NW Natural and Cascade Natural Gas.*

*Printed on 100% tree-free paper that contains 80% post-consumer waste. 2/08*