

New Manufactured Home Incentive Application (2025)

New Manufactured Homes | Incentive Application | Form 620_{RC}

How to Apply:

- Between January 1, 2025 and December 31, 2025, **Customer must purchase** a qualifying new manufactured home in Oregon or Washington that is sited in an eligible utility service territory (energytrust.org/servicearea) and meet the other eligibility requirements on this application.
- Complete** application information, including:
 - Customer signature
 - Retailer/Salesperson signature
 - Supporting documentation (if applicable)
- Submit** completed application via mail or email **within 60 days after the home is delivered to the site.**
Energy Trust of Oregon Residential
818 SW 3rd Ave, #215
Portland, OR 97204
manufactured@energytrust.org
- Receive** check. Please allow four to six weeks for incentive processing after completed application is received.

Need-to-know information:

- Customer-paid incentives will be mailed to the respective payees and addresses identified on the application.

Looking for more ways to save on your energy bills?

Energy Trust of Oregon offers additional incentive programs to further improve the energy efficiency of your new manufactured home, including up to \$4,000 for the installation of a new heat pump replacing electric resistance heat. To learn more about this offer, visit energytrust.org/hppromo. For even more tips and resources, email us at residential@energytrust.org or give us a call at 1.866.365.3526.

Customer Information

This home is being purchased for the purpose of: ☐ Occupation by the Owner ☐ Rental or Sale*

**If the home is intended for rental or re-sale, a complete, accurate, and verifiable W-9 is required for payment. Checking this box will result in Energy Trust contacting the customer to secure a confidential copy of a W-9 in order to issue the customer incentive payment.*

Customer Name

Customer Phone

Customer Site Address

City

State

Zip

Payee Address (if different than site address) City

State

Zip

(Please note that your check will be mailed 4-6 weeks after we receive the application.)

Email Address (For confirmation of receipt)

Utility Information of New Manufactured Home

To receive an incentive, homes heated with electricity must have service provided by Portland General Electric (PGE) or Pacific Power. Homes heated with gas must have service provided by NW Natural, Cascade Natural Gas or Avista.

Please select all utility provider(s) below for the home. If you do not yet know the utilities, please be aware the home may not qualify.

Electric utility: ☐ PGE ☐ Pacific Power

Gas utility: ☐ NW Natural ☐ Cascade Natural Gas ☐ Avista

Home Certification Customer Incentive (select one)

	Certification type	Incentive amount
<input type="checkbox"/>	ENERGY STAR®	\$500
<input type="checkbox"/>	NEEM+	\$1100

Page 1 of this application may be completed and submitted on your behalf by your retailer/salesperson.

Manufacturer:

Serial Number:

Date of occupancy:

Sale price of home:

Is this home a part of Energy Trust's New Manufactured Homes Replacement?

☐ No

☐ Yes*

*** New manufactured homes that have received or will receive an incentive for participating in Energy Trust's New Manufactured Homes Replacement Program are not eligible for the Home Certification Customer Incentive**

Customer Name and Signature

By signing below, Customer agrees to the terms and conditions of this application and authorizes New Manufactured Homes Retailer/Salesperson to submit this application and all required documentation to Energy Trust on Customer's behalf (if necessary). By that authorization, Customer represents to Energy Trust that all purchases have been completed satisfactorily as of the signature date below, and that any accompanying invoices or documentation are complete and accurate.



Customer signature

Full name (please print and use same name as on invoice)

Date

Measures and incentives are subject to change. Do not use this form for homes sold after December 31, 2025.

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How to Apply:

1 Between January 1, 2025 and December 31, 2025, **Retailer/Salesperson must sell** a qualifying new manufactured home in Oregon or Washington that is sited in an eligible utility service territory and meet the other eligibility requirements on this application.

2 Complete application information, including:

- Retailer/Salesperson signature
- Customer signature
- Supporting documentation (*if applicable*)

3 Submit completed application via mail or email **within 60 days after the home is delivered to the site.**


Energy Trust of Oregon
Residential
818 SW 3rd Ave, #215
Portland, OR 97204

manufactured@energytrust.org

4 Receive checks. Please allow four to six weeks for incentive processing after completed application is received.

Need-to-know information:

- An invoice showing proof of purchase is required for home energy upgrades installed after the home is sited.
- Retailer/Salesperson-paid incentives will be mailed to the respective payee and address identified on this application.

 **Each payee (Retailer or Salesperson) must submit a complete, accurate, and verifiable W-9 form before payment can be made.** Only one W-9 needs to be submitted per year, unless requested more frequently by Energy Trust.

Contact Us Weekdays 8am - 5pm
1.866.311.1822

Retailer/Salesperson Information Payee: ☐ Retailer ☐ Salesperson

Retailer Name _____ Retailer Phone _____

Retailer Address _____ City _____ State _____ Zip _____

Salesperson Name _____ Salesperson Phone _____

Payee Address (if different than Retailer Address) _____ City _____ State _____ Zip _____

Customer Name _____ Customer Email Address _____

Customer Site Address _____ City _____ State _____ Zip _____

Home Certification Retailer/Salesperson Incentive (select one)

	Certification type	Incentive amount
<input type="checkbox"/>	ENERGY STAR®	\$300
<input type="checkbox"/>	NEEM+	\$300

Retailer/Salesperson Name and Signature

By signing below, Retailer/Salesperson agrees to the terms and conditions of this application. By that authorization, Retailer/Salesperson represents to Energy Trust that all purchases have been completed satisfactorily as of the signature date below, and that any accompanying invoices or documentation are complete and accurate.

Retailer/Salesperson signature

Full name (please print and use same name as on invoice)

Date

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Terms and Conditions

APPLICATION: This application must be filled out completely, truthfully and accurately. Customer and Retailer/Salesperson may wish to retain copies of this application and any accompanying documentation submitted to Energy Trust of Oregon, Inc. ("Energy Trust"). Energy Trust will not be responsible for lost documentation pertaining to this application request.

Applications must be received within 60 days after the home is sited.

ELIGIBILITY: Home certification incentives and home energy upgrade incentives are available for sales of new manufactured homes sited and primarily heated with electricity from Portland General Electric or Pacific Power or with gas from NW Natural, Cascade Natural Gas or Avista and are payable to the Retailer (or Salesperson, if designated as the payee above). Customer home certification incentives are payable to the customer. All homes must meet Northwest Energy-Efficient Manufactured (NEEM) Housing Program siting requirements to be eligible.

PAYMENT: Subject to funding availability, the incentives will be paid following: (i) purchase and NEEM certification of the new manufactured home, (ii) submission of this completed application with all required information supplied, (iii) verification of the siting information and eligibility through the Northwest Energy-Efficient Manufactured (NEEM) Housing Program, and (iv) submission of itemized documentation showing proof of upgrade(s) if applicable. Each Salesperson or Retailer needs to submit a completed W-9 form before any payment can be made pursuant to this application. Only one W-9 needs to be submitted per year, unless requested more frequently by Energy Trust.

Please allow four to six weeks for incentive processing. Failure to deliver all required information may result in a delay or withholding of payment.

NO ENDORSEMENT: Energy Trust does not endorse any particular manufacturer, contractor or product. The fact that the names of particular manufacturers, contractors, products or systems may appear on this application does not constitute an endorsement. Manufacturers, contractors, products or systems not mentioned are not implied to be unsuitable or defective in any way.

ENERGY INFORMATION RELEASE: Customer authorizes Energy Trust to access utility energy usage data relating to the property on which energy-saving measures have been completed and/or installed. To do so, Energy Trust may access the electric and natural gas accounts and thermostat usage information at the physical address of the project. Customer agrees to provide reasonable assistance to Energy Trust to obtain such information.

INCENTIVE AMOUNT: Incentives for the energy-saving measures completed are as set forth in Energy Trust's program rules. Current incentive amounts are identified at www.energytrust.org. Incentive offers are subject to availability

and may change. **Incentive amounts are valid for purchases from January 1, 2025 through December 31, 2025.**

TAX LIABILITY: Energy Trust is not responsible for any tax liability that may be imposed as a result of payment of any incentives. Energy Trust is not providing tax advice, and any communication by Energy Trust is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties under the Internal Revenue Code.

ACCESS TO PROPERTY: Energy Trust and/or its representatives may request access to the property and may review and evaluate the project during and after completion. Retailer and Salesperson agrees to assist Energy Trust by communicating with the homeowner for reasonable access to the property for the purposes described herein.

INFORMATION RELEASE: Customer and Retailer/Salesperson agree that Energy Trust may include Customer, Retailer, and/or Salesperson's name(s) or company name, Energy Trust services, and resulting energy-savings in reports or other documentation submitted to Energy Trust, its Board of Directors, the Oregon Public Utility Commission, Oregon Department of Energy, Oregon Housing and Community Services, the Oregon Legislature, and/or other government agencies. Energy Trust will treat all other information as confidential and report it only in the aggregate, unless a specific disclosure is required by applicable law or governmental or court order.

DISCLAIMER / NO LIABILITY: Retailer/Salesperson and Customer understand that, while Energy Trust is providing retailer and customer with incentive payments, Energy Trust is not supervising any work performed for homeowner nor is Energy Trust responsible in any way for proper product installation, completion of that work or proper performance of any product purchased. No warranty is implied by Energy Trust funding or inspection prior to funding. Energy Trust is simply providing funding to assist in implementing energy-efficiency measures. Energy Trust does not guarantee any particular energy savings by its approval of the application or by any other of its actions. Energy Trust will not be held responsible for any claims made by a Retailer, Salesperson, or Customer regarding the amount of the incentive and the eligibility of the purchase.

RESOURCES

Find more information online:
www.energytrust.org/manufacturedta

Link to W-9
www.energytrust.org/w9

Contact Us

Email manufactured@energytrust.org or call 1.866.311.1822