New Manufactured Home Incentive Application
New Manufactured Homes | Incentive Application | Form 620RC

How to Apply:

1 Purchase a qualifying new manufactured home between January 1, 2020 and December 31, 2020 sited in an eligible utility service territory and meet other eligibility requirements (see below).

2 Complete application information, including:
   - Retailer/salesperson signature
   - Customer signature
   - Supporting documentation (if applicable)

3 Submit completed application via mail, fax or email within 60 days of purchase or date of certification.

   Energy Trust of Oregon Residential
   818 SW 3rd Ave, #215
   Portland, OR 97204
   1.866.516.7592 fax 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 and customer-paid incentives will be mailed to the respective payees and addresses identified on the application.
- Each salesperson or retailer 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

Customer Information

Customer Name ____________________________ Customer Phone ____________________________

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

Electric utility:  □ PGE □ Pacific Power □ Other ______
   □ None □ Unknown ______

Gas utility:  □ NW Natural □ Cascade Natural Gas □ Avista □ Other: ______
   □ None □ Unknown ______

*Please note that the home must be primarily heated by one of the qualifying utilities listed above in order to receive an incentive. If you do not yet know your utilities, please be aware your home may not qualify.

Home Certification Customer Incentive (select one)

<table>
<thead>
<tr>
<th>Certification type</th>
<th>Incentive amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ENERGY STAR®</td>
<td>$500</td>
</tr>
<tr>
<td>☐ Eco-rated</td>
<td>$800</td>
</tr>
<tr>
<td>☐ NEEM+</td>
<td>$1100</td>
</tr>
</tbody>
</table>

Is this home a part of Energy Trust’s New Manufactured Homes Replacement Pilot?  □ No □ Yes ______

Pages 2 and 3 of this application must be completed by your retailer/salesperson to be eligible for a Home Certification Customer Incentive.

*New manufactured homes that have received or will receive an incentive for participating in Energy Trust’s New Manufactured Homes Replacement Pilot are not eligible for the Home Certification Customer Incentives listed above.

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. 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 measure 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, 2020.
How to Apply:

1. **Sell** a qualifying new manufactured home between January 1, 2020 and December 31, 2020 sited in an eligible utility service territory and meet other eligibility requirements (see below).

2. **Complete** application information, including:
   - Retailer/salesperson signature
   - Customer signature
   - Supporting documentation (if applicable)

3. **Submit** completed application via mail, fax or email within 60 days of purchase or date of certification.

   Energy Trust of Oregon
   Residential
   818 SW 3rd Ave, #215
   Portland, OR 97204
   1.866.516.7592 fax
   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 and customer-paid incentives will be mailed to the respective payees and addresses identified on the application.
- Each salesperson or retailer 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

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**Retailer/Salesperson Information**

<table>
<thead>
<tr>
<th>Payee:</th>
<th>Retailer</th>
<th>Salesperson</th>
</tr>
</thead>
</table>

**Retailer Name**

**Retailer Phone**

**Retailer Address**

City State Zip

**Retailer Name**

**Retailer Phone**

**Retailer Address**

City State Zip

**Salesperson Name**

**Salesperson Phone**

**Payee Address (if different than Retailer Address)**

City State Zip

**Customer Site Address**

City State Zip

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**Home Certification Retailer/Salesperson Incentive** (select one)

<table>
<thead>
<tr>
<th>Certification type</th>
<th>Incentive amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ENERGY STAR®</td>
<td>$300</td>
</tr>
<tr>
<td>☐ Eco-rated</td>
<td>$300</td>
</tr>
<tr>
<td>☐ NEEM+</td>
<td>$300</td>
</tr>
</tbody>
</table>

**Manufacturer**

**Serial number**

**Date of sale**

**Date of installation**

**Sale price**

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For your customer to be eligible for their Home Certification Customer Incentive on page 1, a Home Certification Retailer/Salesperson Incentive must be submitted. Did your customer sign and complete the Customer Information portion on page 1 of this application?  □ Yes □ No

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### Home Energy Heating Upgrade Incentive

<table>
<thead>
<tr>
<th>Upgrade Type</th>
<th>Requirements</th>
<th>Incentive Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central heat pump</td>
<td>Must be home’s primary heat source.</td>
<td>$700</td>
</tr>
</tbody>
</table>

#### Home Energy Heating Controls Upgrade Incentive

<table>
<thead>
<tr>
<th>Upgrade Type</th>
<th>Requirements</th>
<th>Incentive Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>New heat pump controls</td>
<td>Must be added to a new heat pump with electric furnace auxiliary heat. Visit <a href="http://www.energytrust.org/heatpumpcontrols">http://www.energytrust.org/heatpumpcontrols</a> for eligible models and more information. Thermostat must be set to 35°F lockout or as close as possible.</td>
<td>$250</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thermostat</th>
<th>Manufacturer</th>
<th>Model Name</th>
<th>Model #</th>
<th>Manufacturer</th>
<th>Lockout temperature set to 35°F?</th>
<th>Yes</th>
<th>No</th>
<th>Installed Cost</th>
</tr>
</thead>
</table>

#### Home Energy Water Heating Upgrade Incentive

<table>
<thead>
<tr>
<th>Upgrade Type</th>
<th>Requirements</th>
<th>Incentive Amount</th>
</tr>
</thead>
</table>

#### 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 measure documentation are complete and accurate.

<table>
<thead>
<tr>
<th>Retailer/salesperson signature</th>
<th>Full name (please print and use same name as on invoice)</th>
<th>Date</th>
</tr>
</thead>
</table>
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**Terms and Conditions**

**APPLICATION**: This application must be filled out completely, truthfully and accurately. Customers and Retailers may wish to retain copies of this application and any accompanying documentation submitted to Energy Trust. Energy Trust will not be responsible for lost documentation pertaining to this application request. **Applications must be received within 60 days from the date of purchase or date of certification.**

Incentive offers are subject to funding availability and may change. **Incentive amounts are valid for purchases through December 31, 2020. Please allow four to six weeks for incentive processing.**

**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 payee). Customer home certification incentives are payable to the customer. All homes must meet Northwest Energy Efficient Manufactured Housing Program siting requirements to be eligible. For customers to be eligible for their Home Certification Customer Incentive, a Home Certification Retailer/Salesperson Incentive must be submitted for the same home.

**PAYMENT**: The incentives will be paid following: (i) purchase and 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 Housing Program, and (iv) 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.

**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.

**INCENTIVE AMOUNT**: Incentives for the energy-saving measures completed are as set forth in program rules. Incentives are subject to availability and may change.

**TAX LIABILITY**: Energy Trust is not responsible for any tax liability, which may be imposed on a retailer 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 agrees to assist Energy Trust by communicating with the homeowner for reasonable access to the property for the purposes described herein.

**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 home owner 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 retailer in implementing energy-efficiency measures. Energy Trust does not guarantee any particular energy-savings results 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 or customer regarding the amount of the incentive and the eligibility of the purchase.

**Resources**

Find more information online:

- [www.energytrust.org/manufacturedta](http://www.energytrust.org/manufacturedta)
- Link to W-9 [www.energytrust.org/w9](http://www.energytrust.org/w9)

**Contact Us**

Email [manufactured@energytrust.org](mailto:manufactured@energytrust.org) or call 1.866.311.1822

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