

# New Manufactured Home Incentive Application

New Manufactured Homes | Incentive Application | Form 620<sub>RC</sub>

## How to Apply:

- 1 Purchase** a qualifying new manufactured home in Oregon or Washington between January 1, 2021 and December 31, 2021 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 3<sup>rd</sup> Ave, #215  
 Portland, OR 97204  
 1.866.516.7592 fax  
[manufactured@energytrust.org](mailto: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<sup>1</sup>

Gas utility:  NW Natural  Cascade Natural Gas  Avista  Other: \_\_\_\_\_

None  Unknown<sup>1</sup>

<sup>1</sup>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)

	Certification type	Incentive amount
<input type="checkbox"/>	ENERGY STAR®	<b>\$500</b>
<input type="checkbox"/>	NEEM+	<b>\$1100</b>
Is this home a part of Energy Trust's New Manufactured Homes Replacement Pilot?		<input type="checkbox"/> No <input type="checkbox"/> Yes <sup>2</sup>
<b>Page 2 of this application must be completed by your retailer/salesperson to be eligible for a Home Certification Customer Incentive.</b>		

<sup>2</sup>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 \_\_\_\_\_

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## How to Apply:

- Sell** a qualifying new manufactured home in Oregon or Washington between January 1, 2021 and December 31, 2021 sited in an eligible utility service territory and meet other eligibility requirements (see below).
- Complete** application information, including:
  - Retailer/salesperson signature
  - Customer signature
  - Supporting documentation (if applicable)
- Submit** completed application via mail, fax or email **within 60 days of purchase or date of certification.**

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Portland, OR 97204  
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[manufactured@energytrust.org](mailto:manufactured@energytrust.org)

- 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**

## 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®	<b>\$300</b>
<input type="checkbox"/> NEEM+	<b>\$300</b>
Manufacturer: _____	Serial number: _____
Date of sale: _____	Date of installation: _____
Sale price: \$ _____	
For your customer to be eligible for their Home Certification Customer Incentive on page 1, a Home Certification Retailer/Salesperson Incentive <b>must be</b> submitted. Did your customer sign and complete the Customer Information portion on page 1 of this application?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Equipment Incentives (Only available for qualifying homes sited in Oregon.)

Upgrade Type	Requirements	Incentive Amount
<input type="checkbox"/> Heat Pump Water Heater	Must meet Northwest Energy Efficiency Alliance's Advanced Water Heater Specification Tier 3.	<b>\$270</b>
Date of installation: _____		Serial number: _____
Manufacturer: _____		Model: _____
Sale price: \$ _____		
<input type="checkbox"/> Central heat pump	HSPF 8.5 or greater. Must be residence's primary heat source. Energy Trust recommends electric auxiliary heat be locked out by thermostat at 35°F or per manufacturer's recommended energy saving setting.	<b>\$700</b>
Date of installation: _____		Serial number: _____
Manufacturer: _____		Model: _____
System HSPF: _____	EER: _____	SEER: _____
Sale price: \$ _____		

## 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.



\_\_\_\_\_  
Retailer/salesperson 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, 2021.**

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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, 2021. 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.

**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 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