

2025 HVAC Equipment Tune-up Rebate



Please read all information on page 2 before completing this form.

All information below is required to process rebate.

Customer Information

Name _____ Account number _____

Mailing address _____ City _____ State _____ Zip _____

Installation address (if different) _____

City _____ State _____ Zip _____

Contact phone _____ Email address _____

Preferred method of follow-up communication: Mail Email Phone

Contractor Information

Business name _____

Mailing address _____ City _____ State _____ Zip _____

Phone _____ Email address _____

HVAC Equipment Tune-Up Information

Date of service _____ Cost of tune-up _____

Type of equipment serviced: Air-Conditioner (\$75) Heat Pump (\$150)

Manufacturer/brand of equipment _____ Size (tons) _____

Equipment model _____ Age of equipment _____

Heating type: Electric Fuel Oil Natural Gas Propane Other _____

Services **required** to be completed to qualify:

- Condenser coil cleaning
- Air filter change
- Refrigerant charge measurement and correction
- Air flow measurement and correction (if not completed during equipment install)

By signing this application, I certify the information is true and correct to the best of my knowledge, that the equipment for which I am claiming a tune-up rebate is installed at the address provided. If requested, I will allow an Otter Tail Power Company representative to physically inspect the equipment. I have read and understood all information on the last page of this form and have attached my dated invoice for tune-up services provided.

Signature _____ Date _____

Otter Tail Power Company HVAC Equipment Tune-up Program requirements and guidelines

Otter Tail Power Company reserves the right to deny any rebate that does not meet program qualification requirements. Rebate programs may be discontinued or modified at any time.

Rebate details

1. Rebate will not exceed invoiced cost of service.
2. Tune-up must be completed by licensed contractor. One rebate per 10 years.
3. Equipment serviced must be at a location where electricity is supplied by Otter Tail Power Company. Minnesota residential and commercial customers. South Dakota residential customer only.
4. Rebate requests for equipment serviced during the calendar year noted at the top of page one of this form must be received
5. Proof of service including **copy of invoice/receipt** must be submitted with this rebate request.
6. Allow 6 to 8 weeks for processing.
7. Rebate limits apply. Rebate programs are subject to change or cancellation without notice.
8. Acceptance of this application does not guarantee payment. You must meet rebate eligibility requirements.
9. You will be notified if your application is not accepted.
10. Visit www.otpco.com or call our Idea Center at 800-493-3299 to verify program requirements.
11. Otter Tail Power Company is not responsible for inaccurate information supplied by equipment dealers or contractors.

Incomplete rebate applications will be returned and no rebate will be issued until all required information is provided.

Checklist

Did you include the following?

- Your Otter Tail Power Company account number (found on your electric bill)
- Your receipt or invoice
- All required equipment information
- Proof of efficiency levels, where required
- Your signature

Submit your completed application

By mail: Rebates
Otter Tail Power Company
PO Box 496
Fergus Falls, MN 56538-0496

By email: rebates@otpco.com