

### Instructions for Completing Forms

1. Complete Application and W-9 and return application back to the Development Services Department. The applicant will also need to provide a current statement of the most recent utility bill and a photo id.
2. You are required to schedule an energy audit of your home by the City of Rocky Mount Energy Resources Department and attend a mandatory energy class. To schedule the energy audit please call 252-972-1250. To register for the mandatory class please call 252-972-1102.
3. Upon completion of the application, energy audit **and** the mandatory energy education class, you are qualified for the HVAC, Duct work and/or the Attic Installation Program.
4. Contact a contractor of your choice to begin the work. **PLEASE READ INFORMATION ABOUT CONTRACTORS.**
5. The contractor is responsible for obtaining a permit for the contracted work from the City of Rocky Mount Inspections Division **prior** to the work being performed. Permit fees are waived for the Energy Share Program.
6. Upon completion of work and in order to receive a rebate the contractor must have the work inspected by the City of Rocky Mount Inspections Division, and it must pass inspection. Failure to pass inspection will result in ineligibility of the rebate program. An inspection is required to receive the rebate for this program. For more information on obtaining a permit, please call 252-972-1109 or 252-972-1110.
7. To receive your rebate, you must submit the following paperwork within **90 days** of the of the completed work:
  - A) Copy of invoice paid to contractor, or
  - B) Copy of the contractor contract
  - C) Copy of passed inspection report

The above information can be mailed or dropped off at the City of Rocky Mount, Development Services Department, 331 S. Franklin Street, P.O. Box 1180, Rocky Mount, NC 27802-1180.

8. Upon receipt of all completed information, your request will be processed. If any information is missing, the Development Services Staff will contact you for the additional information.
9. After review of the information, if accurate, your rebate will be processed. Please allow for **6-8 weeks** for the rebate to be issued. **Rebate checks will be mailed back to the approved applicant only.** If the applicant has a past due balance on their utility bill, the rebate will be applied to that balance. No rebate checks will be issued back to any contractors.

Should you have any questions about this, please contact the Development Services Department at 252-972-1102.

## **Contractors Information**

*Please note: The City of Rocky Mount does not endorse any contractor.*

1. Homeowners and/or property owners (landlords) are encouraged to complete a thorough background of contractors prior to entering into any agreement for the completion of work.
2. HVAC, Duct work and/or Attic Installation work requires a permit from the City of Rocky Mount Inspections Division. For more information on obtaining a permit, please call 252-972-1109 or 252-972-1110. Permit fees are waived for the Energy Share program.

## **Property owner (Landlord) Information**

The Energy Share program can be used for single family residences only. No large apartments or any other type of dwelling that has more than two units (duplex) will be considered.

## **Tenant Information**

Tenants interested in having this completed for their current rental property in which they currently reside will need to do the following:

1. Obtain written permission from the property owner (landlord) to participate in the Energy Share Program
2. Complete steps 1-9 as listed under instructions.



# ROCKY MOUNT, NC

THE CENTER OF IT ALL

## Energy Share Program

HVAC\_\_\_\_\_ Attic Insulation\_\_\_\_\_ Duct Work\_\_\_\_\_

Failure to complete this application in its entirety and attaching the invoice will result in a delay in processing your rebate. See back of form for details.

| Home Energy Improvement Program Rebate Application- HVAC and Attic Installation  |   |                 |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|---|-----------------|------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Applicant Name   | Last Name   | First Name      | Owner or Renter              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Location Address   |   |                 | Landlord Name, If applicable |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| City/State/Zip   |   |                 | Mailing Address              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Phone Number   |   |                 | City/State/Zip               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Email Address  |   |                 | Phone Number                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Payee Name (example: Landlord)   | If different from account holder                          |                 | Email Address                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Payee Mailing Address (City/State/Zip)   | If different from account holder (include City/State/Zip) |                 |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| City of Rocky Utility Customer Account Number  |   | Sq. ft of home: | Year Home was Built:         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>   |   |                 |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |   |                 |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Customer Number  |   | Account Number  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>What type of home do you have?</b><br><input type="checkbox"/> Single-family <input type="checkbox"/> Multi-family<br><input type="checkbox"/> Manufactured<br><input type="checkbox"/> Multi-family (duplex)   |   |                 |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>How do you cool your home?</b><br><input type="checkbox"/> Central A/C <input type="checkbox"/> Heat Pump<br><input type="checkbox"/> Window Unit <input type="checkbox"/> None   |   |                 |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>How do you heat your home?</b><br><input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Propane<br><input type="checkbox"/> Oil <input type="checkbox"/> Other  |   |                 |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>How did you hear about the program?</b><br><input type="checkbox"/> Contractor <input type="checkbox"/> City of Rocky Mount Website<br><input type="checkbox"/> Utility Bill Insert <input type="checkbox"/> Friend/Neighbor<br><input type="checkbox"/> Energy Audit <input type="checkbox"/> E-mail |   |                 |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Terms and Conditions

**Program Requirements:** This program is open to all current City of Rocky Mount residential utility customers where the energy source of the home's HVAC equipment is a city service (electric or gas). Customers are limited to five properties per year. The applicant must be a city utility account holder and provide a copy of their city utility bill. The account holder must attend an energy education class. The property owner or tenant must provide access to the property to complete a home energy audit. If the property is vacant, the property owner must attend the energy education class and provide access to the property to complete the home energy audit. All work requires permitting through the City of Rocky Mount Inspections Division. Applicants are encouraged to have the installation of load management switches on all available appliances, including water heater and heat strips. The overall condition of the home must be viable for energy saving opportunities. The program will not assist applicants with knob and tube wiring. If a landlord/tenant situation exists, the property owner must agree to keep the rental rate as the same amount for a minimum of one year from the date of the approval of this application.

**Indemnification and Hold Harmless:** The applicant agrees to indemnify and hold harmless the City of Rocky Mount and its officials, agents, and employees from all loss, liability claims or expense (including reasonable attorney's fees) arising from bodily injury, including death or property damage to any person or persons caused in whole or in part by the negligence or willful misconduct of individuals or contractors hired to perform energy efficiency work related to this program, including, but not limited to any claim or suit resulting from or related to mildew, fungus, moisture intrusion or mold of every type and nature.

**Release of confidential information:** In accordance with applicable laws, the City of Rocky Mount does not disclose information to the public or city employees regarding a customer's utility account, except for city employees who are responsible for handling utility accounts as a part of their ordinary course of work. In order to verify eligibility for the weatherization rebate program, City of Rocky Mount planning department staff will need access to your utility account information including your demographic, personal, and financial transaction data. By signing this application, you agree to release your utility account information to city staff for validating your eligibility for the program.

**HVAC Requirements:** The new/replacement unit must have a minimum efficiency rating of 13 SEER.

**Rebate payments:** Rebates payments may be applied to the customer utility account(s) if there is a past due amount on the account.

I understand the terms and conditions of the Energy Share Program.

---

*Customer Signature*

*Date*

*Staff Signature*

*Date*

Please Mail this completed application and a copy of your invoice to:

City of Rocky Mount  
Development Services  
Attn: Energy Share  
331. S. Franklin Street  
P.O Box 1180  
Rocky Mount, NC 27802-1180

You can drop off your completed application and a copy of you invoice to:

City of Rocky Mount  
Development Services  
331. S. Franklin Street  
2<sup>nd</sup> Floor  
Rocky Mount, NC 27802-1180

Allow 6-8 weeks for processing rebate. See details attached in reference to how to obtain a rebate.