Residential Heat Pump Rate Change
Rebate Program General Information & Application

General Information
1. About the Program
   • Once your heat pump is installed and accepted by the city, you are eligible to apply for the Residential Heat Pump (RHP) rate. This rate was developed specifically for you and is lower than the standard Residential Service (RS) rate on an annual basis.
   • You may qualify for a rebate, if the heat pump installed meets minimum program requirements.
   • Applying for the RHP rate and rebate are made by completing the application.
   • For locations where multiple heat pumps are installed, an application must be completed for each unit.

2. About the Rebate
   • To qualify for the rebate, the heat pump you select must meet the following minimum rating standards:
     • For Air Source Heat Pumps, the Seasonal Energy Efficiency Ratio (SEER) of 18.0 or greater is required.
     • For Ground Source Heat Pumps, an Energy Efficiency Ratio (EER) of 25.0 or greater is required.
     • You may not have a “dual fueled” heat pump which use: natural gas, LP gas, fuel oil, or wood burning furnaces as heat sources or auxiliary heat sources for cold weather operations. The use of a wood log, natural gas log, or LP gas log in a fireplace is acceptable.

3. Contractor Requirements
   • The contractor must contact the Development Services at 405.742.8220 or digitals@stillwater.org to request a permit for the installation of the heat pump.
   • After installation is complete, the permit holder must contact Development Services to inspect and approve the completed installation.
   • Rebate payment will be remitted after city code inspectors have approved the installation.

4. Documents Checklist
   • You or contractor must complete the Heat Pump Rate Change / Rebate Program Application
   • Provide the city with documents verifying the information about the heat pump installation.
   • The application must be received by the City of Stillwater within 60 days of the date the unit was installed, or the site will be deemed ineligible for the rebate.

5. Amount of Rebate
   • After verification that the heat pump and its installation comply with all requirements, a rebate will be made directly to you. After necessary receipts and verifications have been received, the rebate checks will take approximately three weeks to process. Rebates will be made as follows:
     o For an Air Source Heat Pump system, the city will rebate $100 per ton of installed capacity.
     o For a Closed Loop, Ground Source Heat Pump system, the city will rebate $200 per ton of installed capacity.

Rate Changes / Rebates will only be provided on systems that meet the current requirements for Stillwater Electric Utility.
Residential Heat Pump Rate Change Rebate Program document / Last Updated January 30, 2020
Heat Pump Rate Change / Rebate Program Application

To receive your rebate, follow the instructions below:

[ ] Submit this completed application and a Contractor’s Verification Statement for each heat pump rebate request.

[ ] The HVAC Contractor must complete the Contractor’s Verification Statement with the details of the system installed at the physical address. Attach a photocopy of the receipt(s) for the purchase of the heat pump.

[ ] Attach a photograph(s) of the manufacturer’s data plate legibly showing model number and serial number, etc., of the unit. For locations where multiple units are installed, a photograph of the manufacturer’s data plate(s) for each unit is required. The serial number on the Contractor’s Verification Statement must match the serial number on the data plate photo.

[ ] If the application is not received within 60 days of the date the unit was installed, then the site will be deemed ineligible for the rebate. Return completed form, copy of the receipt(s), and photograph(s) to Attn: Rebate Program Manager/Stillwater Electric Utility/411 E. Third Ave./Stillwater, OK 74074.

Physical address where heat pump is installed:

Property Owner: ____________________________________________

Street Address: ___________________________ Apt: ______________

City: _________________ State: _________________ Zip: _________________

Mailing address where rebate is to be sent:

Name: ____________________________________________

Address: ___________________________ Apt: ______________

City: _________________ State: _________________ Zip: _________________

Telephone Number: ____________________________

The installed heat pump is a/an:

___ Air source unit

___ Closed loop ground source unit

For:

___ Residential

Heat pump capacity in tons _____

I hereby request a Heat Pump Rate Change / Rebate for the above listed property:

Signature: ____________________________ Date: ________________
Contractor’s Verification Statement

(To be completed by HVAC Contractor or Authorized Installation Representative)

Air Source Heat Pump:
Heat Pump Unit:
Manufacturer: ____________________________________________
Model Number: __________________________________________
Serial Number: __________________________________________
Ton Rating: ____________________________
BTU Capacity: ____________________________

Coil:
Manufacturer: ____________________________________________
Model Number: __________________________________________
SEER: ____________________________

Closed Loop Ground Source Heat Pump:
Heat Pump Unit:
Manufacturer: ____________________________________________
Model Number: __________________________________________
Serial Number: __________________________________________
Ton Rating: ____________________________
BTU Capacity: ____________________________
EER: ____________________________

HVAC Contractor:
Name: ____________________________________________
Company: ____________________________________________
Address: ____________________________________________
City: ____________________________ State: __________________ Zip: __________________
Telephone Number: ____________________________

Date unit was installed: ____________________________

Under penalty of law, I hereby state that the above entered information concerning the heat pump installation at ____________________________ (address), ____________________________ (city, state) was installed by same or authorized representative of said business, that the information is true and correct, that the heat pump is now operational or in operation, and that the heat pump is not a dual fueled system.

Signature: ____________________________________________ Date: __________________
(Signature of HVAC Contractor or Authorized Installation Representative)

CITY USE ONLY/ Application qualifies for: _____ Rate:_____ Rebate:_____ Reviewed by:________________________