



HVAC Installation Form

Member name:		OTEC member number:		Property owner name:	
Installation address:		Installation City / State / ZIP:			
Member phone number:		Member email address:			
House / unit square footage (If unknown, please estimate):		Year home was built:		New construction <input type="checkbox"/> Existing <input type="checkbox"/>	
Type of existing primary heat in the building: Zonal <input type="checkbox"/> Electric hydronic <input type="checkbox"/> Electric forced air furnace <input type="checkbox"/> Heat Pump <input type="checkbox"/> Natural gas <input type="checkbox"/> Propane <input type="checkbox"/> Wood <input type="checkbox"/> Oil <input type="checkbox"/>					
Type of existing Air Conditioning in the building: Window <input type="checkbox"/> Central <input type="checkbox"/> Heat Pump <input type="checkbox"/> None					
Which of the following describes the building: Single-family <input type="checkbox"/> Duplex, triplex, four-plex <input type="checkbox"/> Manufactured home <input type="checkbox"/> Commercial <input type="checkbox"/> Apartment building <input type="checkbox"/> Other <input type="checkbox"/> Describe:					
The customer hereby releases OTEC from any and all liability arising directly or indirectly from the proposed energy savings.					
Member signature:				Date:	
Property owner signature:				Date:	
Where did you hear about HVAC rebates? Utility bill insert <input type="checkbox"/> Utility website <input type="checkbox"/> Utility display unit <input type="checkbox"/> Direct mail <input type="checkbox"/> TV <input type="checkbox"/> Contractor <input type="checkbox"/> In store (retail) <input type="checkbox"/> Family or friend <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet ads <input type="checkbox"/> Social media <input type="checkbox"/> Radio <input type="checkbox"/>					
Installation Information					
Installer name:			Date of installation:		
Type of installation (check all that apply): Ductless <input type="checkbox"/> Ducted <input type="checkbox"/> Dual-fuel <input type="checkbox"/> Air to air <input type="checkbox"/> Geothermal <input type="checkbox"/> Heating only <input type="checkbox"/> Cooling only <input type="checkbox"/>					
Total installed cost, including equipment, labor, electrical, tax, permit and other (prior to rebate): \$					
Total number of outdoor units installed:			Total number of indoor units installed:		
Outdoor fuel source:			Indoor fuel source(s):		
Outdoor unit manufacturer:		Outdoor unit model number:	HSPF rating:	SEER rating:	AHRI certified reference #:
Indoor units	Location in bldg.	Indoor unit model number(s)	Indoor units	Location in building	Indoor unit model number(s)
Indoor unit 1			Indoor unit 3		
Indoor unit 2			Indoor unit 4		
General Release					
By their respective signatures contained herein, the member, customer and/or installer hereby certifies that this form and all accompanying documents are complete and accurate. The member, customer and/or installer each have read and understand the terms and conditions of this form and/or project information, and take responsibility for complying with all building and electrical codes and regulations. The member, the installer and/or the homeowner hereby indemnifies and holds OTEC harmless for all work performed pursuant to this HVAC installation and the operation. In no event shall OTEC owe any obligation to, or have any liability related to a member, customer or installer that exceeds the cost of installation of the heat pump.					
Installer signature:		Installer name:		Date:	
Who is the best person to contact?			Email contact:		
Phone: (____) _____-_____ work <input type="checkbox"/> cell <input type="checkbox"/>			Alternate phone: (____) _____-_____ work <input type="checkbox"/> cell <input type="checkbox"/>		
<input type="checkbox"/> Yes, I have included a copy of the job sales invoice for proof of installation. <input type="checkbox"/> Yes, I have installed the system in accordance with manufacturer specifications. <input type="checkbox"/> Yes, I have all required licenses, registrations, certifications and permits for the work performed at the site address on this form.					