

Application Form

Have you completed all the required steps? Visit www.oiltoheatpump.ca/how-to-apply/ to find out!

Homeowner Information

Oil to Heat Pump Registration Number:
(visit www.oiltoheatpump.ca/register/)

Phone Number:

Name: (as it should appear on the cheque)

Email Address:

Address (where upgrades are taking place):

Mailing address for incentive cheque (if different):

Oil Tank Removal Section

Attach legible copies of **any** of the documentation options below. Incomplete or missing documents will cause your application to be denied.

Local Government Permit/Inspection

- Date of inspection
- Address where inspection took place

Receipt from Recycling/Disposal Facility

- Date of disposal

Receipt from Oil Tank Removal Company

- Company name and contact information
- Description of work completed (e.g. was it removed or decommissioned?)
- Date of removal/decommissioning
- Customer name & address

Receipt from Heat Pump Installation Company

- Company name and contact information
- Description of work completed (e.g. was it removed or decommissioned?)
- Date of removal/decommissioning
- Customer name & address

Heat Pump Information

Attach a legible copy of your receipt showing **all** the following information. Incomplete receipts will cause your application to be denied.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Contractor's company name & address | <input checked="" type="checkbox"/> AHRI number or copy of AHRI certificate |
| <input checked="" type="checkbox"/> Contractor's contact information | <input checked="" type="checkbox"/> Cost (including labour) |
| <input checked="" type="checkbox"/> Date of installation & purchase | |
| <input checked="" type="checkbox"/> Make and model numbers for all components | |

Optional: Accredited Installer Incentive

Complete this section to apply for a \$200 Accredited Contractor Incentive paid to homeowners who work with a company with staff who have any of the accreditations listed below.

For Air to Air Heat Pumps, my contractor has completed (check any that apply):

- TECA Quality First Forced Air Guidelines Course
- HRAI SkillTech Residential Heat Loss/Gain and Air System Design Courses
- ASTT Registered Applied Science Technologist, Mechanical

For Air to Water Heat Pumps, my contractor has completed (check any that apply):

- TECA Quality First Hydronics and Combo Course
- HRAI SkillTech Residential Heat Loss/Gain and Radiant Hydronics Design Courses
- ASTT Registered applied Science Technologist, Mechanical

Company Name:

Accredited Staff Member First and Last Name:

Accreditation Number:

Energy Advisor Section

Advisor Name:

Advisor Service Organization:

Pre-Retrofit File Number:

Pre-Retrofit Evaluation Date:

Post-Retrofit File Number:

Post-Retrofit Evaluation Date:

Energy Advisor Verification of Heat Pump Installation:

Manufacturer:

Outdoor Model Number:

If Central System:

Indoor Coil/Air handler Model Number(s):

<input type="text"/>
<input type="text"/>
<input type="text"/>

If Mini-Split:

Indoor Head Model Number(s):

How Many?

Indoor Head Model Number(s)	How Many?
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

By signing below, I, the Energy Advisor, confirm that:

- there was an oil heating furnace or boiler present at the pre-retrofit evaluation (e.g. the pre-retrofit file was modelled with an oil primary heating system and/or I had visual confirmation of the presence of an oil primary oil heating system).
- there is no oil or gas furnace or boiler in the home at the post-retrofit evaluation, and that the heat pump is an all-electric system.

Advisor Signature:

Date:

Homeowner Declaration

- I am the/an owner of the property listed above.
- The information I have provided is true and correct and the product(s) and/or services listed above meet the Program Terms and Conditions.
- I understand my personal information on this application form is being collected for the purpose of processing my application for an incentive and otherwise administering and evaluating the Oil to Heat Pump program. I understand that the protection of my personal information is governed by the Personal Information Protection Act and questions about the use of my personal information collected through the Oil to Heat Pump program can be directed to the Oil to Heat Pump Privacy Officer at 1.877.545.6247 or info@oiltoheatpump.ca.
- I consent to the disclosure by City Green to Natural Resources Canada (NRCan) of my EnerGuide home evaluation file numbers for program evaluation purposes.
- I consent to the disclosure of the personal information collected during my energy evaluations by the BC Ministry of Energy and Mines to City Green Solutions for the purposes of program evaluation, including measuring energy and greenhouse gas savings.
- I agree to be contacted by City Green by phone, email, direct mail or similar method for the purposes of administering, evaluating and researching all elements of the Program effective from the date I sign this form until one year following the close of the program.

Homeowner Signature:

Date:

Did you remember to?

- Complete all sections of the application form
- Have your energy advisor complete and sign the document
- Attach a copy of your heat pump receipt
- Attach a copy of your oil tank removal documentation

Submit application:

By Email:

Send legible scanned form and all required documents to info@oiltoheatpump.ca.

By Mail:

Oil to Heat Pump Incentive Program
214-620 View Street
Victoria, BC, V8W 1J6

For more details about this program please contact :

By phone: 1.877.545.6247

By Email: info@oiltoheatpump.ca

Or visit: www.oiltoheatpump.ca