



**Application Instructions**

**Before you begin:**

- Ensure your eligibility**  
Refer to Eligibility Rules on Page 3, and fully read the program manual for installation requirements.
- Review all Terms and Conditions**  
Refer to Terms and Conditions on Page 3.
- Confirm all acceptable forms of proof of purchase**  
Refer to Eligibility Rules on Page 3 for acceptable forms of proof of purchase.

*Important:* Incomplete application forms will not be processed and will be returned for correction to the submitting party. Read carefully and comply with all the Terms & Conditions. Please review all items before submission of the rebate application:

1. Complete all parts of the application that are applicable. Please note the following required information which is often overlooked: Customer information including Danville Utilities account number and customer numbers (Danville Utilities account number and customer number are displayed on customer bills together, separated by a hyphen), name and service address as shown on Danville Utilities bills.
2. Submit completed application, proof of purchase and manufacturer’s insulation specification sheet(s) to the contact listed below by mail, email or fax.

**1 Customer Information** *(all fields are required unless noted as optional)*  
*Please note that the rebate check will be issued to the primary name on the utility account.*

Danville Utilities Account-Customer number \_\_\_\_\_ - \_\_\_\_\_

Building Square Footage \_\_\_\_\_

*To locate your account - customer number, please refer to top left corner of your utility bill or contact Danville Utilities' Customer Service at 434-799-5155.*

Business/Organization \_\_\_\_\_ Installation Date \_\_\_\_\_

Installation address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ Email address \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_

**2 Installation Information**

**HVAC Information**

**HVAC Type:**

- A/C with Electric Resistance (Strip) Heat
- Heat Pump
- A/C with Natural Gas Heat
- Other

HVAC Make/Model Number \_\_\_\_\_

Size of HVAC System \_\_\_\_\_ tons

*Please continue Step 2 on the following page.*

**Insulation (Existing Only)**

Please note that insulation rebates are not eligible for new construction installations.

**Type of Insulation**

<input type="checkbox"/> Attic/Ceiling (\$0.15 / sq ft)	<input type="checkbox"/> Exterior Wall (\$0.35 / sq ft)	<input type="checkbox"/> Floor (\$0.30 / sq ft)	<input type="checkbox"/> Crawlspace (\$0.30 / sq ft)
<p><b>Existing Insulation</b> Please provide the information below for your existing insulation. Pre-existing type: _____ Pre-existing inches: _____ Pre-existing R-Value: _____ Attic area (square feet): _____</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">REQUIRED</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Applicant Initials</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Contractor Initials</p> </div>	<p><b>Existing Insulation</b> Please provide the information below for your existing insulation (if any). Insulation installations require an existing insulation amount of R-6 or less. Pre-existing type: _____ Pre-existing R-Value: _____ Wall area (square feet): _____</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">REQUIRED</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Applicant Initials</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Contractor Initials</p> </div>	<p><b>Existing Insulation</b> Please provide the information below for your existing insulation (if any). Insulation installations require an existing insulation amount of R-11 or less. Pre-existing type: _____ Pre-existing R-Value: _____ Floor area (square feet): _____</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">REQUIRED</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Applicant Initials</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Contractor Initials</p> </div>	<p><b>Existing Insulation</b> Please provide the information below for your existing insulation (if any). Insulation installations require an existing insulation amount of R-11 or less. Pre-existing type: _____ Pre-existing R-Value: _____ Floor area (square feet): _____</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">REQUIRED</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Applicant Initials</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Contractor Initials</p> </div>
<p><b>Newly Installed Insulation</b> Please provide the information below for newly installed insulation. (Final insulation value R-38 or greater). New insulation type: _____ New insulation inches: _____ New insulation R-Value: _____ Total number of insulation bags used to complete installation: _____ Total combined R-Value of existing and newly installed insulation: _____ Total sq ft of new insulation installed: _____ Total estimated rebate: _____</p>	<p><b>Newly Installed Insulation</b> Please provide the information below for newly installed insulation. (Final insulation value R-13 or greater). New insulation type: _____ New insulation inches: _____ New insulation R-Value: _____ Total number of insulation bags used to complete installation: _____ Total combined R-Value of existing and newly installed insulation: _____ Total sq ft of new insulation installed: _____ Total estimated rebate: _____</p>	<p><b>Newly Installed Insulation</b> Please provide the information below for newly installed insulation. (Final insulation value R-25 or greater). New insulation type: _____ New insulation inches: _____ New insulation R-Value: _____ Total number of insulation bags used to complete installation: _____ Total combined R-Value of existing and newly installed insulation: _____ Total sq ft of new insulation installed: _____ Total estimated rebate: _____</p>	<p><b>Newly Installed Insulation</b> Please provide the information below for newly installed insulation. Add minimum R-19 (Final Insulation value R-25 or greater). New insulation type: _____ New insulation inches: _____ New insulation R-Value: _____ Total number of insulation bags used to complete installation: _____ Total combined R-Value of existing and newly installed insulation: _____ Total sq ft of new insulation installed: _____ Total estimated rebate: _____</p>



# 3 Acceptance of Terms

## Terms and Conditions

Applicable to all rebate requests: I certify that the information provided on this application form is accurate and complete. I understand that the proposed incentive payment from Danville Utilities is subject to change based on availability and approval. I understand that Danville Utilities reserves the right to revise incentive levels and/or qualifying efficiency levels at any time. I understand that I must attach acceptable forms of proof of purchase and installation details to application or submit to Danville Utilities within 90 days after installation and after equipment becomes operable in order to be eligible for a rebate. Acceptable forms of proof of purchase include paid invoices or receipts. The documentation must show item numbers, and quantities. Additionally, the post-installation documentation must include manufacturers' specifications that list the efficiency ratings of the equipment. I understand that Danville Utilities may, at its sole discretion, accept other forms of proof of purchase. I understand that all installed measures must be new. No refurbished measures will be accepted. All new installations must be intended to replace or to enhance the effectiveness of pre-existing insulation. New construction installations are not eligible for insulation rebates. I understand that installation must be performed by a licensed contractor or self install. I understand that the proposed rebate payment is subject to change, based on site verification and Danville Utilities approval. I agree to Danville Utilities site verification of both the sales transaction and equipment installation, which may include a site inspection by a Danville Utilities representative or Danville Utilities agent. I understand I may or may not be allowed to receive more than one incentive from Danville Utilities. I understand no rebate can exceed the rebate caps as laid out in the program manual. I also understand my participation in the program may be taxable and that I am solely responsible for paying all such taxes. I hereby agree to indemnify, hold harmless and release Danville Utilities and its affiliates from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein including liability from any incidental or consequential damages. Danville Utilities does not endorse any particular manufacturer, product or system design within this program; does not expressly or implicitly warrant the performance of the installed equipment (contact your contractor for details regarding equipment warranties); and is not liable for any damages caused by the installation and/or operation of the equipment nor for any damage caused by the malfunction of the installed equipment.

A customer's election to participate in the Program means that the customer is consenting to the possibility of Danville Utilities sharing that customer's pertinent information with Danville Utilities' agents, contractors, wholesale power suppliers and PJM LLC. Pertinent customer information includes, but is not limited to account holder name, address, other contact information and other information necessary to implement and monitor the Program. Rebate amounts are subject to regulatory modifications without notice and Program availability until fully subscribed. Projects must be complete before rebates will be paid. Rebates cannot be reserved.

### Eligibility Rules

1. Customer must comply with all Terms & Conditions above. Installation must have occurred within the past 90 days of application submission. New construction installations are not eligible for insulation rebates.
2. Customer must be classified as and served under a Danville Utilities Worship Sanctuary Service (Rate Schedule 15), Small General Electric Service (Rate Schedule 40), Medium General Electric Service (Rate Schedules 50, 55, 56) or Large General Electric Service (Rate Schedules 60, 65, 66) rate schedule.
3. Insulation contractor must complete Contractor Information section above, if applicable.
4. Rebates are capped at 50% of the eligible project costs or \$20,000 per customer per year, whichever is lower.
5. Only equipment retrofits are eligible for rebates. New construction, re-purposed buildings or major-renovation projects are not eligible.
6. Energy efficiency project must be installed between July 1, 2015 and June 30, 2017.
7. Customer must submit acceptable forms of proof of purchase and installation details. Acceptable forms of proof of purchase include paid invoices or receipts. The documentation must show item numbers, and quantities. Additionally, the post-installation documentation must include manufacturers' specifications that list the efficiency ratings of the equipment.

I certify that all statements made in this application (including attachments) are correct to the best of my knowledge and agree to the terms and conditions of this Program set forth above.

Applicant name (please print) \_\_\_\_\_ Applicant title \_\_\_\_\_

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

### To be completed by insulation installation contractor if applicable:

Insulation Contractor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Contractor's License # (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

The signature above certifies the above information is correct and the insulation materials are installed in accordance with program standards.

## 4 Submit Your Application

*Important: Incomplete application forms will not be processed and will be returned for correction to the submitting party.*

### Before mailing this form, please remember to:

- Fill out the application form completely; all fields are required unless otherwise noted.
- Attach a copy of all applicable forms of proof of purchase and installation details. (Refer to Eligibility Rules on Page 3 for acceptable forms of proof of purchase.)
- Review terms and conditions and sign the acceptance of terms.
- Keep a copy of the completed application for your records.

For questions, please contact **Meagan Baker, Key Accounts Manager** at the contact information below.

Please note: application and required documentation must be received within 90 days of purchase or installation.

Mail to: Danville Custom\$ave Program  
1040 Monument Street  
Danville, VA 24541  
phone 434.857.3312 • fax 434.799.6583 • email [bakermk@danvilleva.gov](mailto:bakermk@danvilleva.gov)  
[www.danvillecustomsave.com](http://www.danvillecustomsave.com)

### Verification Results

<hr style="width: 80%; margin: 0 auto;"/> <p>Approved</p>
<hr style="width: 80%; margin: 0 auto;"/> <p>Rejected</p>

Approved Rebate Amount \$ \_\_\_\_\_

Inspector Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Rebate amount by type of insulation

Attic/Ceiling (\$0.15 / sq ft)	Exterior Wall (\$0.35 / sq ft)	Floor (\$0.30 / sq ft)	Crawlspace (\$0.30 / sq ft)
<b>Final insulation value R-38 or greater</b>	<b>Final insulation value R-13 or greater</b>	<b>Final insulation value R-25 or greater</b>	<b>Final insulation value R-25 or greater</b>