

GUIDELINES TO EXPEDITE YOUR HOME ENERGY REBATE

Required Documentation Checklist:

1. **HER-2 Invoice:** Post-Improvement Rating Reimbursement & Rebate Form
(See the HER-2 Invoice for specific details on how to complete this form.)
2. **Home Energy Rating Certificate** for the Post-Inspection
3. **Post-Inspection Receipt** from your Energy Rater, reimbursable up to \$175.00.
4. **Invoices, Sales Receipts and Proof of Payment** for the materials purchased and work completed related to the energy-saving improvements on the **Energy Improvement Options Report** provided by your Energy Rater during the As-Is Inspection of your home.

*Do not send original receipts: please keep those for back up and your personal records.
Photocopies of your receipts must be clearly legible in order to be considered for a rebate.*

Invoices, Sales Receipts, and Payment Receipts:

- Contractor's Name, Address and Current Phone Number
- Homeowner's Name and the Date of Service
- Clear description of the item purchased or work completed; bids, proposals and scope of work must have an invoice and *Proof of Payment* (POP) attached to them

Cash Register Receipts – Photocopies only

- Photocopies of cash register receipts must be clearly legible
- Highlighters and sunlight can fade or distort thermal paper and make photocopying unclear
- Please 'check mark' items purchased and reference energy saving improvements
- Photocopies need to be single sided
- Generic receipts require a written description of the item purchased

Proof of Payment (POP) Acceptable forms of payment are:

- Copies of the front and back of cancelled checks from the bank (carbon copies are not acceptable as proof)
- Credit Card Receipts
- A stamp of 'PAID' or handwritten 'PAID IN FULL' is *not acceptable* and requires a second Proof of Payment (POP)
- **Hand Written invoices must include a signature from the contractor and Proof of Payment (POP)**
- For all other forms of payment please call our office

AHFC does not reimburse for power tools, hand tools, light fixtures, bulbs, batteries and items not associated with your rebate. Personal Protection Equipment may be eligible.

AHFC has 60 business days from receipt of a completed file to reimburse the homeowner for the energy rating and provide the energy rebate. Missing information *will* delay your rebate payment.