



Texas Appliance Mail-In Rebate Program: Supplemental Guide For Contractors



The Texas Appliance Mail-In Rebate Program begins **on December 20, 2010**. There will be \$10 million available to provide rebates to consumers who purchase an eligible ENERGY STAR® appliance. Texas contractors are vital to the success of this program. Your role is to accurately communicate the details of the program to consumers and assist them in selecting eligible heating and cooling appliances. Please take time to familiarize yourself with the program by going to the **www.TexasPowerfulSmart.org** website and using this supplemental guide.

How to Prepare

The Texas Appliance Mail-In Rebate Program is a first-come, first-served mail-in rebate program. Until program funds are depleted, rebates will be issued to consumers who purchase an eligible ENERGY STAR appliance and follow all program rules. Consumers are responsible for filling out the appliance rebate form correctly. Contractors are encouraged to have printouts of the form on hand and to help Texas residents understand the eligible products, the rebate process and the program rules.

1. **Familiarize the staff with the program.** Review the list of eligible appliances and the efficiency criteria for the different rebates. A chart of eligible appliances can be found at **<http://www.texaspowerfulsmart.org/rebate/appliances.php>**. Compare the efficiency requirements to those appliances you sell. Clearly identify which are eligible

for this rebate program. More information on ENERGY STAR appliances can be found at **www.EnergyStar.gov**.

2. **Pay attention to program dates.** Consumers can begin to purchase eligible ENERGY STAR appliances **on or after December 20, 2010**. Please note that appliances purchased (paid in full) **before** December 20, 2010 are **NOT** eligible for the rebate. Verify that all communication materials (in-store and in-market) support the correct program dates.
3. **Provide clear and detailed information on the customer's invoice or receipt.** While the consumer is responsible for submitting detailed purchase information when applying for the rebate, contractors can assist their customers by ensuring that all receipts include:
 - Date of purchase
 - Name of and location of purchase, clearly identifying that the appliance was purchased from a Texas retailer or contractor
 - Purchase price, separate from taxes if applicable
 - Name of appliance manufacturer
 - Appliance model number
 - Proof of purchase (*Consumers will **not** receive a rebate check for written estimates or quotes provided by a HVAC contractor **unless** the document includes the actual dollar amounts paid and shows a zero balance*)

4. **Sign to verify the proper disposal or recycling of the old appliance.** If your company hauls away and disposes of or recycles the old appliance, a representative **must** sign the consumer's rebate application form indicating proper disposal or recycling. This signature is necessary for the consumer to receive their rebate. See more information under Disposal and Recycling below.

Air Conditioner and Air-Source Heat Pumps

Eligibility

Consumers **must** turn in a central air conditioning unit, gas furnace or air-source heat pump to be eligible for a rebate on a new air-source heat pump or central air conditioning unit. Replacing room air conditioners (window units) with a central air conditioning system would be considered a new-category purchase, not a same-category replacement, and therefore would **not** be eligible for a rebate under the program rules.

For central air conditioners and air-source heat pumps, a complete system **must** be replaced and the old unit **must** be disposed of or recycled properly to qualify. Replacing just part of a system, such as the condenser or coils, does **not** qualify. A complete gas-system includes the condenser, evaporator coils and furnace; a complete electric system includes the outdoor condensing unit and indoor fan coil.

Purchase Location

Consumers may purchase central air conditioning units, air-source heat pumps or hot water heaters from a Texas-based retail location OR through a Texas-based contractor.

Installation

Consumers must have their central air conditioning unit or air-source heat pump installed by a contractor with a valid Air Conditioning Contractor License number issued by the Texas Department of Licensing and Regulation (TDLR). Air Conditioning Contractor licenses can be verified at the TDLR website:

<http://www.license.state.tx.us/LicenseSearch/>. The contractor must provide his or her license number and sign the consumer's rebate application form verifying proper installation. The contractor also will be responsible for providing Air-Conditioning, Heating and Refrigeration Institute (AHRI) certificates for central air conditioning and air-source heat pump appliances.

Disposal and Recycling

To be eligible for an appliance rebate, the consumer **must** at minimum replace and properly dispose of, or recycle, an old appliance.

Proper disposal is defined as removing the old appliance from the home and disposing of it so that it cannot be reused, refurbished or resold. The old appliance must be handled in accordance with all federal and state waste management laws, which at minimum, means refrigerants **must** be captured. If your company disposes of the old appliance, a representative must fill out and sign the consumer's rebate application form as proof of disposal.

If the consumer is interested in qualifying for the **bonus \$75 recycling rebate**, he or she **must** arrange for the recycling of the old appliance. If your company will recycle the old appliance, a representative must fill out and sign the consumer's rebate application form as proof of recycling. *Recycling* is defined as removing the old appliance from the home and taking it to a recycling facility where:

1. The appliance is disassembled;
2. All hazardous materials are removed and handled in accordance with federal, state and local laws; and
3. All recyclable materials (e.g. plastics, metal and glass) are sorted and reprocessed into raw materials for future use.

How to Become a Recycling Partner

If you offer recycling services and would like to be listed as a recycling partner for this program, please sign and submit the Recycling Agent's Acknowledgment Form. If a corporate office wishes to register all of its Texas retail locations, please indicate this on the form.

Please note that consumers will **not** be *required* to use recyclers on the recycling partner list to qualify for the recycling rebate; it will simply serve as a courtesy source of information for consumers. **Consumers do NOT need to fill out the Recycling Agent's Acknowledgment Form.**

Recycling Agent's Acknowledgment form

<http://www.texaspowerfulsmart.org/rebate/docs/RecyclingAgentAcknowledgementForm.pdf>

Recycling agents are defined as retailers, contractors or persons/entities that remove, receive or replace refrigerators, freezers, water heaters, room air conditioners, clothes washers, dishwashers, central air conditioners, and heat pumps for the purpose of recycling the appliance(s).

