



Rental Property Documents Checklist (up to 4 units)

For Residential Rebates

| | Heating CHP/DHP | Duct Sealing | Weatherization | | Common Area Lighting | Heat Pump Water Heater | Smart Thermostat |
|--|---|--|--------------------------|--------------------------|----------------------------|------------------------------|--------------------------|
| | | | Windows | Insulation | | | |
| Rental Property Application (up to 4 units) • Signed by owner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Assignment of Funds Form (not required for DIY projects) • Signed by owner and Tacoma Power participating contractor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Bid(s) • Signed by owner | <input type="checkbox"/> | <input type="checkbox"/> <i>if applicable</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Bright Rebates Light Calculator printout | | | | | <input type="checkbox"/> | | |
| Product specifications sheets | | | | | <input type="checkbox"/> | | |
| Knob & Tube (K&T) Inspection Report • Required if K&T wiring is present | | | | <input type="checkbox"/> | | | |
| Invoice for work (receipt for smart thermostat) • See Customer Invoice Requirements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed Prescriptive Duct Sealing form | | <input type="checkbox"/> | | | | | |
| Completed PTCS Air Source Heat Pump form | <input type="checkbox"/> CHP only | | | | | | |
| Heat pump sizing and balance point calculations | <input type="checkbox"/> CHP only | | | | | | |
| BPA approved PTCS form • Printed copy from online registration | <input type="checkbox"/> CHP only | <input type="checkbox"/> | | | | | |
| Mechanical permit | <input type="checkbox"/> | | | | | | |
| Electrical permit | <input type="checkbox"/> | | | | | | |
| AHRI certificate | <input type="checkbox"/> | | | | | | |
| Insulation certificate | | | | <input type="checkbox"/> | | | |
| Smart Thermostat Project Information form | | | | | | | <input type="checkbox"/> |
| Window permit (where required) | | | <input type="checkbox"/> | | | | |
| Window shipping slip | | | <input type="checkbox"/> | | | | |