

Attachment B



GREATER PORTOLA WOOD STOVE CHANGE-OUT PROGRAM

PROGRAM TRACKING FORM – HEAT PUMP INSTALLATION

This form is to be completed by participating District-approved Contractor

Date: _____ Program Tracking #: _____ Building Permit #: _____

Customer's Name: _____ Phone: _____

Address: _____ City: _____

County: _____ State: _____ Zip: _____

Email: _____

Current EPA Certified Heating Device

Manufacturer: _____

Model: _____

Stove Type: Wood Pellet Propane Gas Kerosene

Installed through the Greater Portola Wood Stove Change-out Program? YES NO

NEW ENERGY STAR® Compliant Ductless Mini-split Heating Device

Name of Licensed Contractor: _____ Date of Installation: _____

Manufacturer: _____

Model: _____ Device Serial #: _____

I certify that the current backup heating device is operational: Yes

I certify that the installed device was new: Yes

Warranty and Utility Rebate paperwork was left with customer: Yes

I certify that the information contained on this tracking form is accurate and the form is completely filled out. I also agree that I must meet the program requirements and be a participating Contractor in order to receive reimbursement from the Northern Sierra Air Quality Management District. This form must be submitted with **ALL** sections completed along with a copy of the estimate (signed by the District as approval), a copy of the invoice, and photograph of newly installed ENERGY STAR® compliant ductless mini-split heating device in order to receive reimbursement.

Name of Participating Contractor: _____

Signature: _____

To assure quick processing, please make sure to send all items listed.

Checklist of attachments:

- Copy of estimate and home heat-loss study with District approval signature
- Photo of ENERGY STAR® compliant ductless mini-split heating device installed
- Final invoice
- Copy of Permit (City, County or State)

Make sure the following is complete:

- Signatures above
- Program Tracking Number
- Building Permit Number

Mail all to:

Julie Ruiz, Project Coordinator
Northern Sierra Air Quality Management District
P.O. Box 2227
Portola, CA 96122

Or scan and email to:

julie@myairdistrict.com