

# City of North St. Paul

# 2022 Central A/C Tune-Up Rebate Instructions

By participating in the We Save program, you can save energy and earn a rebate when you have a qualifying Central A/C Tune-Up performed by a licensed and insured heating/cooling contractor.

## What rebate can I earn?

Central A/C Tune-Up = \$25

## What is a qualified Central A/C Tune-Up?

To qualify for the Central A/C Tune-Up rebate, the service performed must meet the following Minimum Service Requirements:

- ✓ Check voltage
- ✓ Check thermostat operation & control sequence
- ✓ Inspect belt condition
- ✓ Inspect & lubricate blower
- ✓ Check coolant level & pressure
- ✓ Perform visual inspection of entire A/C system
- ✓ Clean & inspect condenser coil
- ✓ Clean, inspect, & lubricate motors
- ✓ Clean or replace air filter
- ✓ Confirm proper air flow
- ✓ Clean or replace air filter

## When can Central A/C Tune-Ups be performed?

Central A/C tune-ups are typically scheduled during the months of April through October and depend on weather conditions.

## How Do I Qualify?

- Residential customers receiving electric service from the City of North St. Paul are eligible for a rebate when they purchase a qualifying central A/C tune-up.
- **Central A/C tune-up service must be performed by a licensed and insured heating/cooling contractor.**
- **Central A/C tune-up service must meet the Minimum Service Requirements specified above.**
- Information on rebate application must match invoice.
- Utility and MMPA assume no liability for any incidental or consequential damages resulting from the central A/C tune-up services provided by the contractor.
- Customer must apply for rebate within one year from date central A/C tune-up was performed.
- Rebate application must include complete contractor information (including technician signature) and a copy of dated sales invoice. Incomplete rebate applications will not be processed.
- Limit one rebate per customer account per year.
- Rebate requests are processed on a first-come first-serve basis. Annual rebate funds are limited. Rebate programs, qualifications, and amounts are subject to change at any time.
- Qualifying customers must apply for rebate by November 30, 2022.

### Rebate Forms Checklist:

- Rebate Application
- Invoice

Questions? Please contact us.

Phone: 651-747-2413  
Fax: 651-747-2425  
Email: [barb.huelsman@northstpaul.org](mailto:barb.huelsman@northstpaul.org)  
Website: [northstpaul.org](http://northstpaul.org)

Send Rebate Forms to:

City of North St. Paul  
2400 Margaret Street  
North Saint Paul, MN 55109



# City of North St. Paul

# 2022 Central A/C Tune-Up Rebate Application

## STEP 1: CUSTOMER INFORMATION

Name:	Account #:	
Email:	Phone:	
Address:	City:	ZIP Code:

*If different from above, enter name and address where rebate should be sent:*

## STEP 2: CONTRACTOR INFORMATION

Company Name:	Phone:	
Address:	City:	ZIP Code:
Technician Name:	Date (mm/dd/yy):	

## STEP 3: CENTRAL A/C TUNE-UP INFORMATION (TO BE COMPLETED BY TECHNICIAN)

Tune-Up Services Performed: (First box must be checked to qualify for rebate.)

- REQUIRED: Meet Minimum Service Requirements listed on Rebate Instructions sheet including condenser coil cleaning and air filter replacement or cleaning
- OPTIONAL: Refrigerant charge correction and air flow correction

Unit Size (Tons): SEER: Residence Type:  Single Family  Multi Family

## STEP 4: CUSTOMER SATISFACTION SURVEY

Overall satisfaction with service provided:  Satisfied  Did not meet my expectations  
Technician was on-time and professional:  Agree  Disagree

Additional Comments:

## STEP 5: ATTACH NECESSARY DOCUMENTATION

Copy of dated invoice specifying Central A/C Tune-Up was performed

## STEP 6: CUSTOMER SIGNATURE

I hereby certify that information on rebate application is accurate. I have read rebate instructions and agree that MMPA may verify information provided.

**X** Date (mm/dd/yy):

FOR MMPA UTILITY USE ONLY. DO NOT WRITE IN THIS AREA.

Approved By: Date (mm/dd/yy): Rebate (\$): \$25.00



Expires November 30, 2022