Please Return This Form To:

# Ductless Heat Pump Installation Form

## For Electrically Heated Homes

All sections must be filled out by the installer at the time of installation. A copy of this completed form and the purchase receipt or invoice must be promptly submitted to the homeowner's utility in accordance with utility policy.

## Household Information

| **Customer Name** | | **Installation Address** | |
|---|---|---|---|
| **City** | **State** | **Zip** | **Customer Phone** |
| *Mailing Address, if different:* | | | |
| **Home Type:** ☐ Existing Site Built ☐ New Construction Site Built ☐ Manufactured | | | |
| **Year Built:** | **Heated Area:** **Sq Ft** | **Foundation Type (Site Built):** ☐ Crawlspace ☐ Full Basement ☐ Half Basement ☐ Slab | |

**Existing Heating System:**

☐ Electric Forced Air ☐ Electric Forced Air w/ AC ☐ Electric Zonal ☐ Air Source Heat Pump ☐ Geothermal Heat Pump

☐ Ductless Heat Pump ☐ Natural Gas Furnace (Gas Company: _____) ☐ Other Non-Electric Space Heating: _____

**Back up Heat:**

☐ None ☐ Elec. Forced Air ☐ Elec. Zonal ☐ Heat Pump ☐ Ductless Heat Pump ☐ Natural Gas Furnace ☐ Non-Electric Space Heating

## Installation Information

| **AHRI Certified Reference #:** | **HSPF Rating:** | **Installation Date:** |
|---|---|---|
| **Outdoor Unit Manufacturer:** | **Outdoor Unit Model #:** | |
| **Total Number of Outdoor Units Installed:** | **Total Number of Indoor Units Installed:** | |

| **Associated Indoor Units** | **Indoor Unit Model Number(s)** | **Associated Indoor Units** | **Indoor Unit Model Number(s)** |
|---|---|---|---|
| **Indoor Unit 1 (in main living area):** | | **Indoor Unit 3 (if installed):** | |
| **Indoor Unit 2 (if installed):** | | **Indoor Unit 4 (if installed):** | |

**Total Installed Cost (before rebates): $_____** Please break down total cost into the categories below:

Equipment: $_____ Labor: $_____ Electrical: $_____ Other (specify): $_____, for _____

☐ Yes, this DHP has been installed on a dedicated electrical circuit.

☐ Yes, this DHP was installed with the use of a vacuum pump.

☐ I have installed refrigerant line protection on the entire length of exterior, insulated refrigerant lines.

☐ I have installed the system in accordance with manufacturer specifications, including adherence to proper refrigerant charging.

## Required Signatures

This form must be signed by the person whose name appears on the electric utility account. ENERGY INFORMATION RELEASE: The undersigned utility customer requests and authorizes the specified utility to release billing and usage information for the account listed below to Bonneville Power Administration (BPA). With this authorization, BPA can request billing information for up to two years pre-installation and two years post-installation. The utility customer also hereby releases the utility company from any and all liability arising from or connected with providing this information.

☐ **A copy of the purchase receipt or installer's invoice is included with this application.**

| **Electric Utility** | **Customer Account #** |
|---|---|
| **Account Holder Name** | |
| **Account Holder Signature** | **Date** |

By signing below, the installer certifies that this form and any accompanying documentation are complete and accurate, and that all measures associated with this project were completed as of the signature date below. The signature certifies that the installer is licensed, bonded, insured, and has been trained by the manufacturer of the installed product and has received contractor orientation available at https://goingductless.com/partners.

| **Installer Name** | **Installation Company** | ☐ **Contractor**<br>☐ **Homeowner/Other** |
|---|---|---|
| **Installer Signature** | **Installer Phone #** | **Date** |

**PRIVACY ACT STATEMENT**

Basic authority for collecting this information is authorized by 16 U.S.C. §§ 832 et. seq., and 838 et. seq., pursuant to Bonneville Power Administration's Conservation Program system of records established in 46 FR 31700. This information is primarily intended to further, but is incidental to the performance of, BPA's overall Energy Efficiency Program, the objective of which is to acquire energy resources through energy efficiency, to determine what cost-effective conservation and direct application renewable resources measures should be installed or adopted under different circumstances, and to provide incentives for the installation of such measures. Other routine issues of this information include: aggregation into a public database on energy efficiency; furnished to authorized personnel for installation/repair of equipment; aggregated into a database for program publicity; and in some instances information regarding buildings will be made available to subsequent purchasers of the buildings. Your disclosure of the requested information is voluntary; however failure to provide requested information means that it will not be possible for you to participate in this BPA Energy Efficiency program.