

# Customer Checklist

**Final Application must be submitted within six (6) months of project completion and include the following components:**

## Application Form

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### Customer Information

- Customer name matches the name that appears on the APS bill.
- Taxpayer ID is complete and accurate.
- APS account number is complete and accurate.

### Contractor Information

- Contractor contact information is provided. (Contractor may be contacted to verify project details.)

### Signature of Agreement

- Customer has read and agrees with the [Policies and Procedures](#).
- The customer has signed, dated and filled in all sections of this agreement.

## Application Information

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- Quantities, efficiencies and required fields have been entered accurately for each applicable measure.
- The measures installed meet the performance requirements listed in the program specifications.
- Descriptions for Custom measures detail pre/post conditions, operating schedules and savings calculations.

## Solutions for Business Supporting Documentation

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### Specification Sheets

- A manufacturer's specification sheet is provided for each measure installed.
- Specification sheets include all eligibility requirements for the measure (e.g., AHRI/IPLV documentation for cooling equipment). *Note: AHRI offers a helpful website for cooling specifications: [www.ahridirectory.org](http://www.ahridirectory.org).*
- The model numbers of all installed components match those listed on the invoices.

### Custom Energy Calculations

- Annual and summer peak energy calculations have been provided in an Excel format.
- Description of calculation methodology is provided for complex projects.

### Invoices

- The installation address is listed on the invoice and is in APS territory.
- Invoice shows correct quantities and model numbers for each measure installed.

## Multifamily Energy Efficiency Program (MEEP) Supporting Documentation

### **Residential & Common Area Application**

Residential Area Pre-Application required:

- ❑ Enter the pre-inspection results for energy saving products and quantities.

Residential Area Final Application required:

- ❑ Enter the post-inspection results for energy saving products and quantities.

Common Area:

- ❑ Application and supporting document details for each energy efficiency measure installed are similar to the [APS Solutions for Business Program](#).

### **HVAC Quality Install Application**

Final application required documents:

- ❑ AHRI data sheets for each HVAC unit manufacturer/model number installed.
- ❑ Quality Install test results for each HVAC unit.
- ❑ Invoice with customer name and installation address, Trade Ally or licensed contractor name, HVAC manufacturer, model number, quantity and payment amount of the HVAC units.

### **New Construction Application**

- ❑ A Pre-Application and Final Application are required.

Design Information

- ❑ Provide project information such as type of multifamily building, number of dwelling units, building square feet and master or separate electric meter(s).
- ❑ Supply project schedule information such as planned start and finished dates.

Standard Path Approach

- ❑ Upload manufacturer specification sheets for each energy-saving measure installed.
- ❑ Upload the work scope proposal to identify the quantities and types of energy-saving measures installed.

Performance Path

- ❑ Upload the HERS test results in the Final Application.

## Customer Signature and Third-Party Authorization Agreement

- ❑ If a third party will be applying on behalf of the customer, APS requires the customer to sign this document agreeing to the Policies and Procedures of the program and allowing the third party to sign the application on their behalf. Please contact the program team for more information on this process.