



**Attn. Rebate Program Manager**  
Stillwater Electric Utility  
411 E Third Ave.  
Stillwater, OK 74074

Office: 405.742.8331  
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## Residential Heat Pump Rate Change Rebate Program General Information & Application

### General Information

#### 1. About the Program

- Once your heat pump is installed and accepted by the city, you are eligible to apply for the Residential Heat Pump (RHP) **rate**. This rate was developed specifically for you and is lower than the standard Residential Service (RS) rate on an annual basis.
- You may qualify for a rebate, if the heat pump installed meets minimum program requirements.
- Applying for the RHP rate and rebate are made by completing the application.
- For locations where multiple heat pumps are installed, an application must be completed for each unit.

#### 2. About the Rebate

- To qualify for the rebate, the heat pump you select must meet the following minimum rating standards:
  - For **Air Source Heat Pumps**, the Seasonal Energy Efficiency Ratio (SEER) of 18.0 or greater is required.
  - For **Ground Source Heat Pumps**, an Energy Efficiency Ratio (EER) of 25.0 or greater is required.
- You may **not** have a “dual fueled” heat pump which use: natural gas, LP gas, fuel oil, or wood burning furnaces as heat sources or auxiliary heat sources for cold weather operations. The use of a wood log, natural gas log, or LP gas log in a fireplace is acceptable.

#### 3. Contractor Requirements

- The contractor must contact the Development Services at **405.742.8220** or [digitals@stillwater.org](mailto:digitals@stillwater.org) to request a permit for the installation of the heat pump.
- After installation is complete, the permit holder must contact Development Services to inspect and approve the completed installation.
- Rebate payment will be remitted after city code inspectors have approved the installation.

#### 4. Documents Checklist

- You or contractor must complete the Heat Pump Rate Change / Rebate Program Application
- Provide the city with documents verifying the information about the heat pump installation.
- The application must be received by the City of Stillwater within 60 days of the date the unit was installed, or the site will be deemed ineligible for the rebate.

#### 5. Amount of Rebate

- After verification that the heat pump and its installation comply with all requirements, a rebate will be made directly to you. After necessary receipts and verifications have been received, the rebate checks will take approximately three weeks to process. Rebates will be made as follows:
  - For an Air Source Heat Pump system, the city will rebate \$100 per ton of installed capacity.
  - For a Closed Loop, Ground Source Heat Pump system, the city will rebate \$200 per ton of installed capacity.

***Rate Changes / Rebates will only be provided on systems that meet the current requirements for Stillwater Electric Utility.***

*Residential Heat Pump Rate Change Rebate Program document / Last Updated January 30, 2020*

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# Heat Pump Rate Change / Rebate Program Application

To receive your rebate, follow the instructions below:

- [ ] Submit this completed application and a Contractor's Verification Statement for each heat pump rebate request.
- [ ] The HVAC Contractor must complete the **Contractor's Verification Statement** with the details of the system installed at the physical address. Attach a photocopy of the receipt(s) for the purchase of the heat pump.
- [ ] Attach a photograph(s) of the manufacturer's data plate legibly showing model number and serial number, etc., of the unit. For locations where multiple units are installed, a photograph of the manufacturer's data plate(s) for **each unit** is required. **The serial number on the Contractor's Verification Statement must match the serial number on the data plate photo.**
- [ ] If the application is not received within 60 days of the date the unit was installed, then the site will be deemed ineligible for the rebate. Return completed form, copy of the receipt(s), and photograph(s) to Attn: Rebate Program Manager/Stillwater Electric Utility/411 E. Third Ave./Stillwater, OK 74074.

## Physical address where heat pump is installed:

Property Owner: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Mailing address where rebate is to be sent:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

## The installed heat pump is a/an:

\_\_\_ Air source unit  
\_\_\_ Closed loop ground source unit

## For:

\_\_\_ Residential

Heat pump capacity in tons \_\_\_\_\_

## I hereby request a Heat Pump Rate Change / Rebate for the above listed property:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Contractor's Verification Statement

(To be completed by HVAC Contractor or Authorized Installation Representative)

**Air Source Heat Pump:**

**Heat Pump Unit:**

Manufacturer: \_\_\_\_\_  
Model Number: \_\_\_\_\_  
Serial Number: \_\_\_\_\_  
Ton Rating: \_\_\_\_\_  
BTU Capacity: \_\_\_\_\_

**Coil:**

Manufacturer: \_\_\_\_\_  
Model Number: \_\_\_\_\_  
SEER: \_\_\_\_\_

**Closed Loop Ground Source Heat Pump:**

**Heat Pump Unit:**

Manufacturer: \_\_\_\_\_  
Model Number: \_\_\_\_\_  
Serial Number: \_\_\_\_\_  
Ton Rating: \_\_\_\_\_  
BTU Capacity: \_\_\_\_\_  
EER: \_\_\_\_\_

**HVAC Contractor:**

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Date unit was installed: \_\_\_\_\_

**Under penalty of law, I hereby state that the above entered information concerning the heat pump installation at \_\_\_\_\_ (address), \_\_\_\_\_ (city, state) was installed by same or authorized representative of said business, that the information is true and correct, that the heat pump is now operational or in operation, and that the heat pump is not a dual fueled system.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of HVAC Contractor or Authorized Installation Representative)