



Please Return This Form To:

Eugene Water & Electric Board
 Customer Solutions Department
 PO Box 10148 Eugene, OR 97401
ems.answers@eweb.org
 (541) 685-7303

Ductless Heat Pump (DHP) and Ducted Mini-Split Installation Form

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.

NEW EQUIPMENT INFORMATION

DHP Information	Space 1	Space 2	Space 3
The DHP installed is on the Qualified Products List available at: https://www.bpa.gov/EE/Policy/IManual/Pages/IM-Document-Library.aspx (Note: For multihead systems, the outdoor unit must be listed on the Qualified Products List)	<input type="checkbox"/> Yes <input type="checkbox"/> No (If "No", project is not eligible for incentives)	<input type="checkbox"/> Yes <input type="checkbox"/> No (If "No", project is not eligible for incentives)	<input type="checkbox"/> Yes <input type="checkbox"/> No (If "No", project is not eligible for incentives)
Manufacturer			
Model			
Serial Number			
AHRI Certified Reference Number			
HSPF Rating			
Outdoor unit heating capacity (Btuh at 47°F)			

Select what you are Installing (Select One)	Eligible Building Types (Select One)	Eligible Existing Heating System Being Replaced (Select One)
<input type="checkbox"/> Single Indoor Head DHP <input type="checkbox"/> Single Ducted Mini-Split (not whole home centrally ducted)	<input type="checkbox"/> Existing Single Family Existing <input type="checkbox"/> Manufactured <input type="checkbox"/> New Single Family (in all states except WA) <input type="checkbox"/> New Manufactured <input type="checkbox"/> Small Commercial Bldg < 20,000 sq.ft.	<input type="checkbox"/> Electric Forced Air <input type="checkbox"/> Electric Zonal ¹ <input type="checkbox"/> Gas or Oil
<input type="checkbox"/> Multi Indoor Head DHPs <input type="checkbox"/> Multiple Indoor Ducted Mini-Splits (not whole home centrally ducted) <input type="checkbox"/> Combination DHP/Ducted Mini-Split	<input type="checkbox"/> Existing Single Family <input type="checkbox"/> Small Commercial Bldg (<20,000 sq. ft.) <i>Note: Multi-head DHPs, multi ducted mini-splits and combination installs in New & Existing Manufactured Homes or New Single Family Homes (in all states except WA) may be eligible for single indoor head DHP or single ducted mini-split incentive (see above).</i>	<input type="checkbox"/> Electric Forced Air <input type="checkbox"/> Electric Zonal ¹ <input type="checkbox"/> Gas or Oil
<input type="checkbox"/> DHP	<input type="checkbox"/> Existing Single Family <input type="checkbox"/> Existing Manufactured <input type="checkbox"/> Small Commercial Bldg	<input type="checkbox"/> DHP

¹ Zonal heating includes electric, non-ducted: ceiling cable, wall, baseboard, plug-in and an electric boiler/water heater attached to a zoned hydronic floor heating system.

CUSTOMER INFORMATION

Customer Name		Customer Electric Utility		
Installation Address		City	State	Zip
Year Built:	Total Heated Area of the Building:	Sq Ft	Customer Phone	
Mailing Address, if different:				

INSTALLER INFORMATION

Is Company or Installer a member of the Air Northwest HVAC Trade Ally Network or Northwest Trade Ally Network? For more information, please visit: https://www.airnorthwestvac.com/ and https://nwlightingnetwork.com/trade-ally-networks/	Air Northwest NW Trade Ally Network
Company Name	
Installer Signature	
Total Installed Cost (before rebate) including equipment, labor, and purchase date. Please include invoice <u>and</u> AHRI Certificate with this project form.	
Date	

- Yes, this DHP has been installed on a dedicated electrical circuit.
- Yes, I have installed refrigerant line protection on the entire length of exterior, insulated refrigerant lines.
- Yes, I have installed the system in accordance with manufacturer specification, including adherence to proper refrigerant charging.
- If installing a residential DHP, I have received the contractor orientation available at <https://goingductless.com/partners>.

INSTALLER REQUIRED SIGNATURE

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 the contractor orientation. This form must be signed by the installer.

Installer Name	Installation Company	<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner/Other
Installer Signature	Installer Phone #	Date