

- Verify: Application is being submitted within 6 months of project completion and includes the following components.**

APPLICANT INFORMATION FORM

Customer Information

- Customer name matches the name that appears on the APS bill.
- Taxpayer ID is complete and accurate
- (For Schools) School Supplement Form is complete.
- APS account number is complete and accurate (*Note: New Construction account information may not be available for pre-application, but is required for the final application.*)

Contractor Information

- Contractor contact information is provided. (*We may need to contact your contractor to verify project details.*)

Incentive Check Information

If a third party will receive the incentive check:

- Third party contact information and Taxpayer ID is complete.
- Customer has signed box indicating third party payment.
- Third party has read and agrees to the program terms and conditions.
- For final application, third party has signed Agreement form and customer has signed and initialed Agreement form.

CUSTOM INCENTIVE WORKSHEET

- Detailed description of project is included.
- Incentive worksheet completed for each applicable measure
- Savings calculations provide details of pre/post conditions and operating schedules.

AGREEMENT FORM

- Customer has read and agrees with the terms and conditions of the Solutions for Business program.
- The customer has signed, dated, and filled in all sections of the Agreement, including:
 - Project completion date
 - Total project cost
 - Total incentive requested

SUPPORTING DOCUMENTATION

Specification Sheets

- A manufacturer's specification sheet is provided for each measure installed.
- Specification sheets include equipment efficiency information.
- The model numbers of all installed components match those listed on the invoices.

Invoices

- The installation address is listed on the invoice and is in APS service territory.
- Invoice shows correct model number for each measure installed.
- Invoice indicates that it has been paid by the customer (e.g., show zero balance due, stamped paid, or check number and paid date are included).

Third Party Authorization Letter

If a third party will be **applying on behalf of the customer**, the APS Solutions for Business program requires the customer to sign the Third Party Authorization Letter agreeing to the terms and conditions of the program and allowing the third party to sign the application on their behalf. Please contact us for more information on this process.