



# Geothermal and Air Source Heat Pump Check-Up Rebate

Mail to: ILEC REBATES 702 S. 1st Street, Estherville, Iowa 51334  
For more information: 800-225-4532  
www.ilec.coop

## For Office Use Only

Total Rebate   
Amount:

### Program Criteria

- **ALL INFORMATION MUST BE COMPLETED TO RECEIVE REBATE**
- Rebate application along with required documentation must be submitted within 6 months of purchase.
- This rebate can be submitted every three years.
- Contractor must complete and sign the rebate checklist for the type of system checked.
- By signing below, the contractor certifies that the items on the checklist were examined and adjusted as required to provide optimal system performance.

Member or   
Business Name

Account   
Number

### 1. Existing Heat Pump Unit Type

- ☐ Geothermal with electric resistance backup \$50/unit
- ☐ Geothermal with gas backup\$ 50/unit
- ☐ Air source with electric resistance backup \$50/unit
- ☐ Air source with gas back-up \$50/unit
- ☐ Mini split or hotel type ductless air source \$50/unit

### 3. Geothermal System Type

- ☐ Open ☐ Closed loop

### 4. Gas Back-Up

Switchover Temperature (°F)

### 5. Check List Sheet Used by Contractor

- ☐ Contractor Checklist (Attach Completed List) ☐ REC Checklist (Attach Completed List)

### 6. Water Heater Type

- ☐ Electric ☐ Natural gas/propane

### 2. Heat Pump Unit Specifications

Make

Model

Serial No.

Auxiliary Resistance (kW)

Contractor Signature

Date

**DATED COPY OF ITEMIZED SALES RECEIPT MUST BE INCLUDED.** Member certifies that the service in this application has been performed at the member's location served by REC. REC reserves the right to inspect home/equipment and verify this information before issuing a rebate. REC reserves the right to modify (including incentive levels) or terminate this program at any time without prior or further notice.

Member Signature

Date



# Rebate Application

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Total Rebate Amount:

### Program Criteria

- **ALL INFORMATION MUST BE COMPLETED TO RECEIVE REBATE**
- Complete this form along with the specific product rebate form.

## Member Information

Member Name

Address

City - State - Zip

Account Number

Phone (include area code: sample - 999-999-9999)

Email

## Rebate Unit Installation Information

Please answer questions based on the location where the unit was installed.

### Location Installed

☐ Same as above ☐ Other  
(complete below)

Address

City - State - Zip

### Install (Service) Date

### Structure Type

- ☐ Single Family Residence  
☐ Farm Outbuilding  
☐ Business  
☐ Multi-Family Unit: apt/condo/duplex/etc.

### Rebate Unit Installed In

- ☐ New Construction ☐ Existing Structure

### Ownership

- ☐ Owned ☐ Leased

## Installer (if applicable) or Purchased From

Business Name

Contact Name

City - State - Zip

Phone

# Geothermal Heat Pump with Gas Back-Up - Check List

Member/Customer Name			
Member/Customer Address			
Make		Model #	
		Serial #	
Contractor Name		Service Date	Gas Furnace (Btu/hr)
Check Off If Done	<b>If any item cannot be checked or recorded, please provide an explanation. (For example, “No temperature/pressure Pete’s plugs in loop piping.”)</b>		
	Check air filter and change if required.		
	Check relays and contactors and for loose electrical connections.		
	Calibrate thermostats.		
	Clean Indoor coil.		
	Check drain pan and trap for blockage or leaks. Flush the condensate drain.		
	Check blower assembly for proper operation, or damage, and lubricate as required.		
	Check static air pressure and record.		in. WC
	Check air supply temperature in heating mode and record. Calculate supply – return temperature difference.	°F	Sup-Ret Δ °F
	Check air return temperature in heating mode and record. Compare temperature difference to manufacturer specifications.	°F	Mfg. Spec. Δ °F
	Check air supply temperature in cooling mode and record. Calculate supply – return temperature difference.	°F	Sup-Ret Δ °F
	Check air return temperature in cooling mode and record. Compare temperature difference to manufacturer specifications.	°F	Mfg. Spec. Δ °F
	Compare static pressure and temperatures to manufacturer specifications and adjust blower speed settings if required and record final pressure and temperatures.		
	Check water pump for proper operation, or damage, and lubricate as required.		
	Measure water pump volts and record. Compare to manufacturer specifications.	Volts	Mfg. Spec. Volts
	Measure water pump amps and record. Compare to manufacturer specifications.	Amps	Mfg. Spec. Amps
	Clean water strainer.		
	If open loop and economically available, record dynamic water level of production well and record.		ft.
	If open loop and economically available, record dynamic water level of injection well and record.		ft.
	If open loop and economically available, record static water level of production well and record.		ft.
	If open loop and economically available, record return pressure to injection well and record.		ft.

## Geothermal Heat Pump with Gas Back-Up - Check List

	Check loop water pressure in and record.		psi
	Check loop water pressure out and record.		psi
	Calculate loop water flow rate and record. Compare to manufacturer specifications.	GPM	Mfg. Spec. GPM
	Check loop supply temperature in heating mode and record.		°F
	Check loop return temperature in heating mode and record.		°F
	Calculate the heat of extraction and record. Compare to manufacturer specifications.	Btu/hr	Mfg. Spec. Btu/hr
	Check loop supply temperature in cooling mode and record.		°F
	Check loop return temperature in cooling mode and record.		°F
	Calculate the heat of rejection. Compare to manufacturer specifications.	Btu/hr	Mfg. Spec. Btu/hr
	If air or water temperature deltas are not per manufacturer specifications, measure refrigerant levels and charge as required. Recheck and record temperatures if charged.		
	If closed loop, check water loop PH, antifreeze, and corrosion inhibitor. Correct if necessary.		
	If closed loop, repressurize water loop to manufacturer specifications.		
	Measure compressor volts and record. Compare to manufacturer specifications.	Volts	Mfg. Spec. Volts
	Measure compressor amps and record. Compare to manufacturer specifications.	Amps	Mfg. Spec. Amps
	If desuperheater, check supply temperature and record.		°F
	If desuperheater, check return temperature and record.		°F
	Inspect heat exchanger.		
	Check and clean pilot light or igniter, flame sensor and gas valves.		
	Check operation of the safety limit switch.		
	Check the gas burner flame and adjust the flame height as required.		
	Check back-up gas heat staging.		
	Check air supply temperature in back-up heating mode and record. Calculate supply – return temperature difference.	°F	Supply-Return Δ °F
	Check air return temperature in in back-up heating mode and record. Compare temperature difference to manufacturer specifications.	°F	Mfg. Spec. Δ °F
	Check and record cut-out or switch over temperature if applicable.		°F
	If humidifier, clean, check control and adjust as required.		