

To be completed by FEC representative:  
 Pre-Approved: Rebate Amount  
 Approved:

## Heat Pump Contractor Pre-Approval Installation Form

Required	Company Information:			
	Company Name:		Company Contact Person:	
	Company Phone Number:	Company Email Address:		
	Customer Name:	Customer Address:		
Have you performed a Heat Load Loss Calculation?		<input type="checkbox"/> Yes- Manual J	<input type="checkbox"/> Yes- _____	<input type="checkbox"/> No
Did you create a balance point worksheet?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered yes to either question above; please send a copy with this form.				

Ductless Air Source Heat Pump	Before Installing	Outdoor unit manufacturer:	Outdoor unit model number(s):	AHRI Certificate(s) # (Attach Copy):	
		Indoor Model Numbers	First Indoor Head (installed in main living area):		
			Second Indoor Head (if installed):		
			Additional Indoor Heads (if installed):		
		If new construction will the ductless provide 10 btuh per square foot for the home?			
	If no was it downsized due to the Manual J?				<input type="checkbox"/> Yes <input type="checkbox"/> No, it was: _____
	After Installing	By signing below, upon completion of the job, the contractor certifies that this form and all accompanying documents are complete and accurate. The signature certifies that the contractor is licensed, bonded, insured, has been trained by the manufacturer of the installed product and has received project contractor orientation. By signing this, the contractor has read and understood the terms and conditions which are available from FEC upon request.			
		Date of Installation:			
		Number of Outdoor Units installed:		Number of Indoor Units Installed:	
		Total installed cost, including: equipment, labor, electrical, tax, permit and other (prior to rebate):			
Installer Signature		Installer Name	Date		
<input type="checkbox"/> Yes, I have included a copy of the job sales invoice for proof of installation. <input type="checkbox"/> Yes, I have installed refrigerant line protection on entire length of exterior, insulated refrigerant lines. (See terms and conditions.) <input type="checkbox"/> Yes, I have installed the system in accordance with Manufacturer specifications, including adherence to proper refrigerant charging.					

Ducted Air Source Heat Pump	Manufacturer	HSPF	SEER	AHRI Certificate # (Attach Copy):
	Number of systems being installed:			
	What percent of the design heating load can the auxiliary heat provide?			
	Is the auxiliary heat locked out above 35° outdoor temperature?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you are installing a low ambient temperature cutout what is the temperature where it will cutout?				

Ground Source Heat Pump	Manufacturer	COP	Please send a copy of the Energy Star Certificate	
	I am installing a:	Horizontal Closed Loop		Vertical Closed Loop
		Closed Loop in body of water		Open Loop
	What percent of the design heating load can the auxiliary heat provide?			
	Will the system include a desuperheater?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If it is a new construction with a radiant slab are you are overseeing the install of sub-slab insulation?			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Duct Information	What method did you use to design the ductwork?		<input type="checkbox"/> Manual D	<input type="checkbox"/> Other _____
	What percent of the ductwork is outside of conditioned space (in an attic or un-insulated crawlspace):			
	The ductwork will be:	<input type="checkbox"/> All New	<input type="checkbox"/> All Existing	<input type="checkbox"/> Mix of New and Existing
	Will all connections be sealed with Mastic?	<input type="checkbox"/> Yes	<input type="checkbox"/> No it is retrofit and the inaccessible ones will not be sealed.	
	Are any building cavities being used for a return?	<input type="checkbox"/> Yes, they will be sealed with _____		
		<input type="checkbox"/> No (Not allowed for ground source installations with new ductwork)		
Are any building cavities being used for a supply?	<input type="checkbox"/> No (not allowed by Program Spec's)		<input type="checkbox"/> Yes	