



EMERGING RENEWABLES PROGRAM REBATE RESERVATION PRE-APPLICATION CHECKLIST

THIS CHECKLIST IS INTENDED FOR USE IN CONJUNCTION WITH THE PROGRAM GUIDEBOOK TO ASSIST APPLICANTS WITH TYPICAL APPLICATIONS. A TYPICAL APPLICATION INCLUDES SYSTEMS INSTALLED ON EXISTING HOMES BY CONTRACTORS WITH A, B, C-10, OR C-46 LICENSES.

OTHER APPLICANTS, SUCH AS THOSE APPLYING FOR NEW CONSTRUCTION, OWNER-INSTALLATION, NEW HOUSING DEVELOPMENTS, SYSTEM ADDITIONS, AFFORDIBLE HOUSING, OR OTHER ATYPICAL INSTALLATIONS MAY USE THIS CHECKLIST BUT THESE APPLICANTS NEED TO PAY SPECIAL ATTENTION TO SPECIFIC REQUIREMENTS THAT ARE LISTED IN THE ERP GUIDEBOOK.

ALTHOUGH VOLUNTARY, COMPLETING THIS CHECKLIST IS STRONGLY RECOMMENDED.



The R1 Reservation Application Form:

All application forms are available at <http://www.consumerenergycenter.org/erprebate/>

- Have you filled out the most recent version of the Reservation Application Form [CEC-1038 R1], and completed all applicable sections?
- Have you identified generating equipment and inverter(s) listed as eligible by the California Energy Commission?
- If it is not integrated into the inverter, have you identified a performance meter listed as eligible by the California Energy Commission?
- Are all of the model numbers and voltages the same as those listed by the California Energy Commission?
- Have you assigned payment to either the Purchaser or Seller?
- Is it signed and dated by the purchaser and seller? The seller's signature is required only if the seller is the designated rebate payee.



The Electric Utility Bill:

Available from your electric utility.

- Did you include an electric utility bill that is no more than six months old? Have all the pages been provided?
- Is your service address on the utility bill clearly visible? Does the service address match the work site address on the R1? If not, please provide a written and signed explanation.

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Evidence of an Agreement to Purchase Equipment:

The agreement to purchase equipment may be included in the labor contract.

- Did you include a purchase agreement signed by both buyer and seller?
- Do the quantities, manufacturer names, model numbers, and voltages (where appropriate) on the purchase agreement exactly match the R1?

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The Labor Contract:

California State License Board contract requirements and information are available at <http://www.cslb.ca.gov/consumers/>

- Does the labor contact comply with CSLB contract requirements?

In addition, the following items must appear in the contract:

- Site address
- Name, address, and license number of the contractor
- Description of work to be performed
- Total agreed-to price to install the system
- Payment terms (payment dates and dollar amounts)
- Printed names and signatures of both contractor and purchaser

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Miscellaneous:

- Is the equipment seller registered with the California Energy Commission? A list of registered sellers is available at <http://www.consumerenergycenter.org/erprebate> under "Equipment Retailers." If not, you may attach an Equipment Seller Registration Form [CEC-1038 R4].
- Does the rebate payee identified on the Reservation Application Form have a valid Payee Data Record [California STD-204] on file with the California Energy Commission, or is one attached with the application?
- If the payee designated on the Reservation Application Form wishes to reassign the rebate payment to another party, please provide a Reservation Payment Assignment Form [CEC-1038 R5] either with the application, or with the payment claim.
- If this is a new construction, owner installation, new housing development, affordable housing, system addition, or other atypical application, did you include all other required documentation as specified in the ERP guidebook?

**This checklist has been provided as a courtesy. It is not an application and not a guarantee that your application will be accepted.*