




Maquoketa Valley
Electric Cooperative

® Your Touchstone Energy® Cooperative 

Submit completed form and checklist by
mail to Maquoketa Valley Electric
Cooperative Attn: Rebates
109 N. Huber St. Anamosa, IA 52205
or by email at memberservices@mvec.com

Heat Pump Check-Up Rebate

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 service date.
- 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 backup \$50/unit
- Mini split or hotel type ductless air source \$50/unit

3. Geothermal System Type

- Open
- Closed loop

4. Gas Backup

Switchover Temperature (°F)

5. Check List Sheet Used by Contractor

- Contractor checklist (attach completed list)
- MVEC-provided checklist (attach completed list)

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

Member Signature

Date

Air Source Heat Pump with Electric Backup - Check List

Member/Customer Name			
Member/Customer Address			
Make		Model #	Serial #
Contractor Name		Service Date	Auxiliary Resistance (kW)
Check Off If Done	If any item cannot be checked or recorded, please provide an explanation. (For example, "No temperature/pressure, plugs in loop piping.")		
	Check air filter and change if required.		
	Check relays and contactors and for loose electrical connections.		
	Calibrate thermostats.		
	Clean outdoor coil.		
	Check outdoor fan for proper operation, or damage, and lubricate as required.		
	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.		
	If air temperature deltas are not per manufacturer specifications, measure refrigerant levels and charge as required. Recheck and record temperatures if charged.		
	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
	Check back-up resistance 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.		

Terms and Conditions – Heat Pump Check-Up Rebate

Program Offer: The Program covers products purchased and/or services rendered on or after January 1, 2026.

Eligibility Criteria:

1. This rebate along with the required documentation must be submitted within 6 months of service date.
2. This rebate can be submitted every three years.
3. Checkup must be performed by licensed contractor.
4. Checkup can be performed on Heat Pump equipment: geothermal, air source or mini-split units

General Terms and Conditions

Rebates shall be pro-rated based on the percent of power supplied by the utility if the customer has distributed generation.

Application Information: Missing or incorrect information on the application may delay processing and delivery of the rebate. An invoice is required and should include specific product information, including the brand, model, serial number and date of purchase of the energy efficient measures. Other information including manufacturer's equipment performance sheets may be required upon request. The Utility reserves the right to verify sales transactions and to have reasonable access to the Customer's facility to inspect pre-existing equipment (if applicable) and energy efficient measures installed under this program.

Warranty Information: The Utility makes no warranties, expressed or implied, with respect to equipment operation, material, workmanship or manufacturing. The Utility does not guarantee that a certain level of energy or cost savings will result from the use of products covered by this program.

Limitation of Liability: The Utility's liability in connection with this program is limited to paying the rebate specified when all terms and conditions have been satisfied. Under no circumstances shall the Utility be liable for any consequential or incidental damages or tax liability resulting from participation in this program.

Participant Certification: Participating Customer certifies that he/she purchased and installed the equipment listed on their application at the defined location served by the

Utility. The Customer agrees that all information provided is true and that he/she has conformed to all program requirements. If the equipment and application does not comply with the Utility's rules and qualifications, the rebate amount may be denied or adjusted.

Program Changes/Termination: The Utility reserves the right to extend, modify (including incentive levels) or terminate this Program at any time without prior or further notice. The Customer is responsible for checking with the Utility to determine whether the program has been changed or is still in effect.

Customers must apply for rebates within six (6) months of the purchase date (as shown on the Customer's invoice) and are subject to the current year program offer if received after January 31st. Past eligibility, however, does not guarantee that equipment will meet criteria for current programs in effect.

Rebate forms must be returned by 1/31/2027.