



16755 Finley Butte Rd. • P.O. Box 127 • La Pine, OR 97739  
541-536-2126 • [energyefficiency@mse.coop](mailto:energyefficiency@mse.coop)

## Weatherization Incentive Program Procedures

1. The following forms are included in the information packet:
  - Weatherization Rebate Program Procedures
  - Weatherization Inspection Request Form
2. All Midstate Electric single and multi-family residential customers with permanently installed electric heat qualify for the program. A Midstate Electric representative will conduct an energy audit of the home and will provide the member with a list of weatherization recommendations.
3. Weatherization measures shall be installed in accordance with all applicable State and local codes and Federal regulations.
4. It is the homeowner's responsibility to contact the installer(s) to visit their home and provide a bid for the work to be completed. We recommend at least two bids, preferably three, but this is not a requirement.
5. In order to begin the rebate process, Midstate Electric must receive a copy of the installer's bid for approval. Midstate Electric will give the installer authorization to install the weatherization measures.
6. Midstate will retain one copy of the signed bid sheet, the member will receive a copy and the installer will get a copy for their records.
7. Upon completion of the work, the installer will have the member sign an Inspection Request form. Please note that a signed Inspection Request form indicates that the member is completely satisfied with the work and is ready for Midstate to inspect the job.
8. If the installer invoices the member less the rebate amount, Midstate Electric will issue a check to the installer equal to the rebate amount upon satisfactory inspection and approval by Midstate's inspector. If the installer invoices the member for the full bid amount, Midstate Electric will issue a check to the member equal to the rebate amount upon satisfactory inspection and approval by Midstate's inspector.
9. Midstate will perform an inspection to verify the work agreed upon was completed properly. Once completed, Midstate will issue the rebate as described per #8 above.



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## Weatherization Incentive Inspection Request

### **MEMBER**

Member's Name: \_\_\_\_\_

Address of installation: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **INSTALLER**

Installer: \_\_\_\_\_

Installer's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

### **WEATHERIZATION WORK COMPLETED**

\_\_\_ Windows    \_\_\_ Wall Insulation    \_\_\_ Ceiling Insulation    \_\_\_ Floor Insulation

\_\_\_ Rebate customer (installer invoiced customer for full amount)

\_\_\_ Rebate installer as per attached invoice (installer already rebated customer)

**I am satisfied with the installation and authorize Midstate Electric to make rebate payment.**

Member's Signature \_\_\_\_\_

Date \_\_\_\_\_

Inspected By \_\_\_\_\_

Date \_\_\_\_\_

Comments or Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_