



Please Return This Form To:
 Town of Steilacoom
 Attention: Terry Huber
 1030 Roe Street
 Steilacoom, WA 98388
 terry.huber@ci.steilacoom.wa.us

Ductless Heat Pump (DHP) and Ducted Mini-Split Installation Form

All sections must be filled out by the installer at the time of installation. A copy of this completed form and the purchase receipt or invoice must be promptly submitted to the homeowner's utility in accordance with utility policy.

Eligibility Guide for DHPs and Ducted Mini-Splits: Ducted Mini-Splits do not include homes with whole house centrally ducted systems. See PTCS Air Source Heat Pumps for further information on whole home centrally ducted systems.

All systems must:

1. Be installed on a dedicated electrical circuit,
2. Have refrigerant line protection on the entire length of exterior and insulated refrigerant lines,
3. Be installed in accordance with manufacturer specifications, including adherence to proper refrigerant charging and,
4. If installing a single head DHP, the contractor must have received the contractor orientation available at <https://goingductless.com/partners>.

Select what you are Installing (Select One)	Eligible Home Types (Select One)	Eligible Existing Heating System Being Replaced (Select One)
<input type="checkbox"/> Single Indoor Head DHP <input type="checkbox"/> Single Ducted Mini-Split (not whole home centrally ducted)	<input type="checkbox"/> Existing Single Family <input type="checkbox"/> Existing Manufactured <input type="checkbox"/> New Single Family (in all states except WA) <input type="checkbox"/> New Manufactured	<input type="checkbox"/> Electric Forced Air Furnace <input type="checkbox"/> Electric Zonal ¹
<input type="checkbox"/> Multi Indoor Head DHPs <input type="checkbox"/> Multiple Indoor Ducted Mini-Splits (not whole home centrally ducted) <input type="checkbox"/> Combination DHP/Ducted Mini-Split	<input type="checkbox"/> Existing Single Family <p><i>Note:</i> Multi-head DHPs, multi ducted mini-splits and combination installs in New & Existing Manufactured Homes or New Single Family Homes (in all states except WA) may be eligible for single indoor head DHP or single ducted mini-split incentive (see above).</p>	<input type="checkbox"/> Electric Forced Air Furnace <input type="checkbox"/> Electric Zonal
<input type="checkbox"/> DHP Upgrade	<input type="checkbox"/> Existing Single Family <input type="checkbox"/> Existing Manufactured	<input type="checkbox"/> DHP

Household Information

Customer Name		Customer Electric Utility		
Installation Address		City	State	Zip
Year Built:	Total Heated Area of the Home: Sq Ft	Customer Phone		
Mailing Address, if different:				

¹ Zonal heating includes electric, non-ducted: ceiling cable, wall, baseboard, plug-in and an electric boiler/water heater attached to a zoned hydronic floor heating system.

Installation Information

AHRI Certified Reference #:		HSPF Rating:	Installation Date:
Outdoor Unit Manufacturer:		Outdoor Unit Model(s) #:	
Associated Indoor Units	Indoor Unit Model Number(s)	Associated Indoor Units	Indoor Unit Model Number(s)
Indoor Unit 1:		Indoor Unit 3 (if installed):	
Indoor Unit 2 (if installed):		Indoor Unit 4 (if installed):	
Total Installed Cost (before rebates): \$ _____		Additional repair cost (if low income): \$ _____	

UTILITIES: Please consider whether to include a Privacy Act Notice to your customers in this form.