
HomeEnergySaver Program

PRE-INSTALLATION FORM CHECKLIST FOR CONTRACTORS

The Pre-Installation Form **will not** automatically save any information entered until the form has been submitted to the HomeEnergySaver team. For a smooth application process, please have the following details and documentation ready before you begin.

PARTICIPANT DETAILS

The homeowner's contact information:

- First and last name
- Phone number
- Email address

The address of the home where the heat pump will be installed:

- Street address
- If applicable, the unit or suite number
- City
- Postal code

If different from above, the homeowner's mailing address:

- Street address
- If applicable, the unit or suite number
- City
- Postal code

EQUIPMENT DETAILS

The home's existing heating and, if applicable, cooling system:

- Existing primary heating system type
 - Electric baseboard, electric boiler, or electric furnace
- Existing primary cooling system type
 - Electric central AC, electric room/window AC, electric heat pump or, if not applicable, none

The heat pump that will be installed:

- Equipment type
 - Mini-split heat pump, multi-split heat pump (2 heads), multi-split heat pump (3-4 heads), centrally ducted heat pump or ground source heat pump
 - You can find the list of eligible equipment below:
 - [NRCan Eligible Product Lists for Air Source Heat Pumps and Cold Climate Heat Pumps](#)
 - [NRCan Eligible Product Lists for Ground Source Heat Pumps](#)
- The heat pump's AHRI reference number
 - The form will automatically fill in information about the heat pump and calculate the eligible rebate amount based on the AHRI number entered.
 - If you do not have the AHRI number, please have the following details ready. These details will allow the form to look up the AHRI number and calculate the eligible rebate amount:
 - The manufacturer's name
 - The model number
 - The heat pump type
- A completed copy of the [Heat Pump Sizing Tool](#)

If installing a smart thermostat alongside the heat pump, please ensure that the smart thermostat:

- Will be connected to Wi-Fi
- Can control the installed heat pump

PROJECT COSTS AND WORK ORDER

Project costs:

- Project material cost
- Project labour costs
- The total rebate amount
 - Project costs that are covered by or will be covered by funding or grants provided by a Governmental Authority, whether administered by the IESO, a local electricity or gas distributor or any other party, or rebates from manufacturers, wholesalers or other supply chain participants.

Additional documentation:

- A copy of the contractor quote/estimate/work order
- A copy of the Participation Agreement signed by the homeowner

NEED HELP?

If you have questions about the information or documentation required in the Pre-Installation Form, please contact our contractor support team at hespcontractors@summerhill.com.