

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.

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	<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:				

Installation Information

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.

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): \$ _____			
<input type="checkbox"/> Yes, this DHP has been installed on a dedicated electrical circuit. <input type="checkbox"/> Yes, I have installed refrigerant line protection on the entire length of exterior, insulated refrigerant lines. <input type="checkbox"/> Yes, I have installed the system in accordance with manufacturer specifications, including adherence to proper refrigerant charging. <input type="checkbox"/> If installing a single head DHP, I have received the contractor orientation available at https://goingductless.com/partners .			

Installer Required Signature

By signing below, the installer certifies that this form and any accompanying documentation are complete and accurate, and that all measures associated with this project were completed as of the signature date below. The signature certifies that the installer is licensed, bonded, insured, and has been trained by the manufacturer of the installed product and, if installing a single head Ductless Heat Pump, has received the contractor orientation available at <https://goingductless.com/partners>. This form must be signed by the installer.

Installer Name	Installation Company	<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner/Other
Installer Signature	Installer Phone #	Date

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