

DO NOT BEGIN YOUR URINAL PROJECT UNTIL YOU RECEIVE A PRE-INSPECTION AND A NOTICE TO PROCEED FROM THE WATER CONSERVATION OFFICE

HOW TO APPLY

- **The quickest and most secure way to submit is online at [ScottsdaleAZ.gov](https://www.scottsdaleaz.gov), search “rebates”**

- A confirmation email is sent following an online submission. If no confirmation is received within 24 hours and the spam folder was checked, assume the application was not successfully submitted and reapply. Alternatively, this application form may be printed, completed, and mailed to:

Water Conservation Rebates
9312 N 94th St
Scottsdale, AZ 85258

- When a paper application is received, it is entered into the online application system and a confirmation email is sent to the applicant. If there was no city contact after four weeks, call 480-312-5650 to verify the paper application was received.
- Submitted documentation is not returned.
- If this form is printed, scanned and emailed to WaterConservation@ScottsdaleAZ.gov it is entered into the online application system and a confirmation email is sent to the applicant.
- Regardless of submission type, save the confirmation email as proof of application.

IMPORTANT INFORMATION

- Applications will be accepted starting May 6, 2024 with rebate fund disbursement starting July 1, 2024. Conservation will process complete applications on a first-come, first-serve basis, unless it is past the application deadline or funds are depleted.
- Applications are complete when all required information is on an application form and documents are received, signed, and legible.
- Applications are incomplete if the required information or documentation is missing or illegible. A one-time notification will be sent to the email provided on the application. Upon submission of the missing information, the application is considered complete and eligible for processing.

- Once approved, rebates are applied as a credit to the active water account within two billing cycles. Rebate credits are not applied to closed utility accounts or transferred to a different account. Applicants should verify that all rebates have been approved and applied prior to closing a utility account or transferring an account to a tenant.

IMPORTANT DATES & EXTENSION

- **Urinal purchases made before the rebate program began on May 6, 2024 are ineligible.**
- It is up to the applicant to track deadlines. The application must be submitted between May 6, 2024 and March 31, 2025 and the project **Completion and Notification Deadline is April 30, 2025**. Small projects (up to 10 urinals) must be completed by the deadline.
- For large projects (11 or more urinals) an extension may be granted if a Notice to Proceed was issued and funds are available. To request a four-month extension, contact Conservation before **April 15, 2025**. An official extension approval will be sent to the email address listed on the application. One extension per property. Save the confirmation email.
- Verbal extensions are not valid. If you believe you received a verbal extension or have not received your approval email within two weeks from your submitted request, contact Conservation.
- If urinals are not purchased, applicants can reapply in the next rebate program year.

RENTAL PROPERTIES

- Applicants (current property owner or HOA board president) may designate a single appointee in writing (property manager, committee member, etc.) to act as a liaison with Conservation staff. The applicant or appointee is the official point of contact during the rebate process.
- Owners of multiple properties may apply for rebates for each property. However, rebates are property specific and applied as a credit to the active water account associated with the location where the installation occurred. If the owner does not live on-site or is not listed on the active water account, it is the owner’s responsibility to coordinate inspections and rebate funds with the tenant(s).

TAX INFORMATION AND IRS FORM W-9

Applicants receiving more than \$600 for rebates in a calendar year must submit a [W-9 form](#). The W-9 must be received and dated in the same year the rebate credits are issued. An inaccurate or incomplete W-9 may result in an issued rebate being revoked. If a W-9 is required, Scottsdale will send 1099 forms to customers after December 31st each year. For more information on rebate credits, contact a tax professional.

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DO NOT RELY ON STORE WEBSITES, PACKAGING OR PRODUCT PICTURES FOR WATERSENSE ELIGIBILITY. ALWAYS UTILIZE WATERSENSE'S [PRODUCT SEARCH](#) TO VERIFY YOUR PRODUCT'S ELIGIBILITY.

Lists are periodically updated, and eligibility may change. If you are unsure, call the WaterSense helpline toll free at 866-987-7367 or email WaterConservation@ScottsdaleAZ.gov.

URINAL REQUIREMENTS FOR SMALL AND LARGE PROJECTS

- **Select WaterSense labeled urinal(s).**
 - ◇ Urinals must be WaterSense labeled and listed on the EPA's WaterSense [product search](#).
 - ◇ Waterless urinals qualify without WaterSense labeling.

SMALL PROJECTS (UP TO 10 URINALS) APPLICATION PROCESS

1. **Apply for a rebate and submit the required information listed below.** Altered or mis-represented receipts or photos will be considered fraudulent, and the rebate will be denied.
 - a. A document listing:
 - The number of urinals currently on the property
 - The number of urinals being replaced by type (e.g., multiple model numbers)
 - b. Itemized receipt or invoice must show:
 - Purchase date on or after May 6, 2024
 - List the make and model or SKU
 - Show the cost of each item (ask your vendor for a revised invoice if labor, parts, etc. are in one sum)
 - If your receipt has many items ensure rebated devices and any associated components are highlighted
 - c. Post-installation photo for each urinal
2. **The rebate is a credit applied to the active water account within two billing cycles.** Rebate credits stays on the account until depleted. Look for your rebate on your utility billing statement.

LARGE PROJECTS (11 OR MORE URINALS) APPLICATION PROCESS

1. **Apply for a rebate and submit the required information listed below.** Altered or mis-represented receipts or photos will be considered fraudulent, and the rebate will be denied.
 - a. A document listing:
 - The number of urinals currently on the property
 - The number of urinals being replaced by type (e.g., multiple model numbers)
2. **Conservation will request a pre-inspection meeting** (on-site, phone, or virtually depending on project scope) using the email address or phone number listed on the application. Selected urinal eligibility will be reviewed—be sure to have the urinal's make and model information available.
3. **Conservation will send a Notice to Proceed email to the applicant** after the selected urinals are approved and the pre-inspection is complete.
4. **Begin the project and install the urinals.**
5. **Upon project completion, use the secure link found in the Notice to Proceed email to upload:**
 - Itemized invoice/receipt (as listed under Small Projects step 1. b.).
 - Conservation may request a cancelled check as proof of purchase for large projects.
 - A completed and signed [W-9](#) (if the rebate is \$600 or more in a calendar year).
6. **Conservation will request an on-site final inspection.**
 - From date of notification by customer of project completion, Conservation has up to three business weeks to schedule a final inspection.
 - On-site inspections will take place during normal business hours. An inspector will call the number provided on the application to arrange an on-site inspection.
7. **The rebate is a credit applied to the active water account within two billing cycles.** Rebate credits stays on the account until depleted. Look for your rebate on your utility billing statement.

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ELIGIBILITY

- **Purchases made before the program began on May 6, 2024 are ineligible.** No exceptions.
- Property must receive water or sewer services from Scottsdale Water.
- Urinal rebates are limited to 50 per property per year or up to the number existing on the property, whichever is less after June 30, 2016.
- Replacement urinals must be WaterSense labeled.
- All pieces must be in new condition and not reconditioned/refurbished or purchased after-market.
- New construction is ineligible.

Flush Valve Urinal



Tank Urinal



REBATE AMOUNT

Rebates are only for the cost the urinal (installation, parts, tax, shipping etc. excluded)

- Up to \$200 per urinal



[**CLICK HERE TO APPLY ONLINE**](#)

URINAL	APPLY BETWEEN	LIMIT PER PROPERTY	LIMIT PER YEAR	REBATE AMOUNT PER UNIT	COMPLETION & NOTIFICATION DEADLINE	REQUIRED SERVICE	DOCUMENT OF SELECTED URINALS & NUMBER INSTALLING INCLUDED?	ACKNOWLEDGE A W-9 MAY BE REQUIRED AT PROJECT COMPLETION?
WATERSENSE	5/6/2024 AND 3/31/2025	UP TO NUMBER ON PROPERTY	50	COST, UP TO \$200	4/30/2025	WATER OR SEWER	<input type="checkbox"/> YES	<input type="checkbox"/> YES
WATERLESS								

NAME ON ACCOUNT						SCOTTSDALE UTILITY ACCOUNT NUMBER		
PROPERTY ADDRESS							ZIP	
CONTACT NAME					CONTACT TITLE			
CONTACT EMAIL					CONTACT PHONE			
<input type="checkbox"/> I HAVE READ AND UNDERSTAND THE PROGRAM DESCRIPTION AND REQUIREMENTS ON PAGES 1, 2 AND 3. I UNDERSTAND PHOTOS MAY BE ACCEPTED IN PLACE OF AN INSPECTION; HOWEVER, I AGREE TO ALLOW ON-SITE INSPECTIONS AS REQUESTED.								
SIGNATURE:						DATE:		

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