



# MULTIFAMILY, HOA & COMMERCIAL WATERSENSE IRRIGATION CONTROLLER REBATE APPLICATION

JULY 1, 2022—MARCH 31, 2023 (OR UNTIL FUNDS DEplete)

**DO NOT BEGIN YOUR IRRIGATION CONTROLLER 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](http://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. Save this confirmation email as proof of application.
  - If the paper application is submitted less than one month before March 31, 2023, call 480-312-5650 to verify application receipt.
  - Required documentation is not returned.
- If this form is printed, scanned and emailed to [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov) it is entered into the online application system and a confirmation email is sent to the applicant.
- Regardless of submission type, the confirmation email is proof of application.

## IMPORTANT INFORMATION

- Application and rebate funds will be available on July 1, 2022. Conservation will process complete applications on a first-come, first-serve basis until application deadlines or rebate fund depletion.
  - Applications are complete when all required information is filled in on an application form and all required documents are attached, 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, unless it is past the application deadline or funds are depleted.
- 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

- **Irrigation controller purchases made before the rebate program began on July 1, 2022 are ineligible.**
- It is up to the applicant to track deadlines. The application must be submitted between July 1, 2022 and March 31, 2023 and the project Completion and Notification Deadline is April 30, 2023.
- If funds are available and a Notice to Proceed was issued, an extension may be granted. To request a one-year extension, contact Conservation before April 30, 2023. An official extension will be emailed to the email address listed on the application. One extension per property. Keep a copy as proof of the extension.
- Verbal extensions are not valid. If you believe you received a verbal extension or have not received your emailed extension within two weeks from the request, contact Conservation.

## RENTAL PROPERTIES

- The applicant must be the current property owner or HOA board president. A tenant or a designated representative, such as a property manager or HOA subcommittee member, may apply for a rebate with written permission from the property owner or HOA board president.
- 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 & W-9

- All irrigation controller rebates must submit a [W-9 form](#).
- The completed and signed W-9 form must be received before the rebate credit is applied to the active water account.
- Scottsdale will send 1099 forms to customers after December 31 each year. For more information on rebate credits, contact a tax professional.

**DO NOT DUPLICATE AND DISTRIBUTE THIS FORM.**

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## APPLICATION PROCESS AND REQUIREMENTS

### 1. Select WaterSense labeled irrigation controller

- Controller(s) must be WaterSense labeled and listed on the EPA’s WaterSense [product search](#). Some irrigation controllers, such as Irritrol’s Rain Dial R Series, require additional plug-in components to become WaterSense labeled. Check if additional pieces are required through the EPA’s [product search](#).
  - Do not rely on store websites, packaging or product pictures for WaterSense eligibility. If you are unsure, call the WaterSense helpline toll free at 866-987-7367 or email [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov)
  - Per the Irrigation Association’s recommendation, sites with less than 40% irrigation efficiency are recommended to fix the irrigation issues before installing new irrigation controllers. Sites with less than 40% irrigation efficiency may be temporarily denied for an irrigation controller rebate until the irrigation inefficiencies are corrected.
  - Conservation staff strongly encourage the use of WaterSense labeled irrigation controllers that have a frequency adjustment function. This programming is the most compatible with our desert environment, soil type, and rainfall patterns.

### 2. Apply for a rebate and submit required documents

- a. A map of the property with the location of all existing irrigation controllers and note which ones are being replaced. For help with this map, use Google Maps or email [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov) and we can provide an aerial view of your property.
- b. Documentation of selected WaterSense irrigation controllers (a written statement identifying the controller’s make and model or website address to the manufacturer’s specifications may suffice).
- c. A [completed and signed W-9](#).

### 3. Conservation may 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 controller(s) eligibility will be reviewed, and irrigation efficiency may also be evaluated.

### 4. Conservation will send a Notice to Proceed to the applicant once the application and required documents are received and the pre-inspection is complete.

### 5. Begin the project and install the irrigation controllers.

### 6. Notify Conservation of project completion via email. If less than five irrigation controllers were installed, attach photos of each installed controller. Altered or mis-represented photos will be considered fraudulent and the rebate will be denied.

### 7. Conservation may request an on-site final inspection. On-site inspections are required when six or more controllers are installed.

- From date of email notification, Conservation has up to two business weeks to schedule a final inspection.
- In-person inspections will take place during normal business hours. An inspector will call the number provided on the application to arrange an inspection.

### 8. Email proof of purchase and cost of controllers (installation, tax, shipping etc. must be itemized separately) to [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov). Altered or misrepresented invoices/receipts will be considered fraudulent, and the rebate will be denied.

- a. It may be an itemized invoice for project costs and proof of payment (ex. canceled check).
- b. It may be a receipt which must:
  - Show a purchase date on or after July 1, 2022.
  - List the make and model or SKU.
  - Show the cost of each item.

### 9. The rebate is a credit applied to the active water account after one or two billing cycles. It will stay on the active water account until all credits are depleted. Look for your rebate on your utility billing statement.

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## ELIGIBILITY

- Irrigation controller purchases made before the rebate program began on July 1, 2022 are ineligible.
- Property must receive water from Scottsdale Water.
- Controller rebates are limited to 50 per property per rebate program year or up to the number existing on the property, whichever is less after June 30, 2016.
- Replacement controllers must be WaterSense labeled.
  - Rebates are not available for only the additional plug-in components (i.e. pairing a new component with an existing, older irrigation controller). To be eligible, all pieces, including the controller, must be purchased together.
  - All pieces must be in new condition and not reconditioned/refurbished or purchased after-market.
- Other controller pieces not required for WaterSense labeling, such as an associated rain sensor or outdoor enclosure, are also eligible if purchased with the controller.
- New construction is ineligible.

## REBATE AMOUNT

- Rebates are only for the controllers and controller pieces when purchased together (installation, parts, tax, shipping etc. excluded) with a maximum of \$400 per controller. Rebate amount is based on the number of stations for the controller:
  - 1-12 stations: up to \$250 per controller
  - 13-16 stations: up to \$350 per controller
  - 17 stations or above: up to \$400 per controller



[CLICK HERE TO APPLY ONLINE](#)

APPLY BETWEEN	COMPLETION & NOTIFICATION DEADLINE	REBATE AMOUNT PER UNIT	REQUIRED SERVICE	LIMIT PER YEAR	LIMIT PER PROPERTY	A PRE-INSPECTION & RECEIPT OF A NOTICE TO PROCEED IS REQUIRED PRIOR TO STARTING PROJECT	MAP INCLUDED?	W-9 INCLUDED?
7/1/2022 - 4/30/2022	4/30/23	COST, UP TO \$400	WATER	50	UP TO NUMBER ON PROPERTY	<input type="checkbox"/> ACKNOWLEDGED	<input type="checkbox"/> YES	<input type="checkbox"/> YES

NAME ON ACCOUNT		SCOTTSDALE WATER 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 & 3. I UNDERSTAND PHOTOS MAY BE ACCEPTED IN PLACE OF AN INSPECTION, HOWEVER I AGREE TO ALLOW IN-PERSON INSPECTIONS AS REQUESTED.			
SIGNATURE:		DATE:	

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