



# MULTIFAMILY, HOA & COMMERCIAL WATERSENSE TOILET REBATE APPLICATION

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

**DO NOT BEGIN YOUR TOILET 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. 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 information is 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

- Toilet 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 installation 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.**

**APPLICANTS MUST COMPLY WITH THE CURRENT APPLICATION AT [SCOTTSDALEAZ.GOV](https://www.scottsdaleaz.gov) SEARCH “REBATES”**

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## APPLICATION PROCESS AND REQUIREMENTS

### 1. Select WaterSense labeled toilet(s).

- Toilets must be WaterSense labeled and listed on the EPA's WaterSense [product search](#).
  - Different toilet tanks and bowls can be combined to create a unique product. Verify the toilet and bowl combination is WaterSense labeled on the EPA's [product search](#).
  - Some ADA toilets are not WaterSense labeled (ex. Toto Drake Two-Piece 1.6 GPF ADA compliant toilet). Verify the product is WaterSense labeled on the EPA's [product search](#).

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

- a. Documentation of selected WaterSense toilets (a written statement identifying the toilet's make and model or website address to the manufacturer's specifications may suffice).
    - Note the number of each type of toilet selected.
  - b. Note how many toilets are currently on the property of each type (e.g., the number of tank toilets, flushometer-valve toilets)
  - c. Note the tank size of the toilets being replaced if applicable (e.g., the number of 5-gallon tank toilets, the number of 3.5-gallon tank toilets).
  - d. 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 toilets eligibility will be reviewed.
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 toilets.**
6. **Notify Conservation of project completion via email.** If less than ten toilets were installed, attach photos of each installed toilet. Altered or mis-representative 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 eleven or more toilets 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 in-person inspection.
8. **Email invoice or receipt as proof of purchase and cost of toilets** (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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**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](mailto:WaterConservation@ScottsdaleAZ.gov).

## ELIGIBILITY

- Toilet purchases made before the rebate program began on July 1, 2022 are ineligible.
- Property must receive water or sewer services from Scottsdale Water.
- Toilet rebates are limited to 100 per property per year or up to the number existing on the property, whichever is less after June 30, 2016.
- Replacement toilets must be WaterSense labeled.
- All pieces must be in new condition and not reconditioned/refurbished or purchased after-market.
- New construction is ineligible.

## REBATE AMOUNT

- Rebates are only for the cost the toilets (installation, parts, tax, shipping etc. excluded) with a maximum of:
  - Tank toilet (residential type), up to \$75
  - Flushometer-valve toilet, up to \$250



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

| WATERSENSE PRODUCT       | REBATE AMOUNT PER UNIT | LIMIT PER PROPERTY | LIMIT PER YEAR | APPLY BETWEEN        | COMPLETION & NOTIFICATION DEADLINE | REQUIRED SERVICE | DOCUMENT OF SELECTED TOILETS & NUMBER INSTALLING | <a href="#">W-9</a> INCLUDED? |
|--------------------------|------------------------|--------------------|----------------|----------------------|------------------------------------|------------------|--|-------------------------------|
| TANK TOILET              | COST, UP TO \$75       | NUMBER ON PROPERTY | 100            | 7/1/2022 – 3/31/2023 | 4/30/23                            | WATER OR SEWER   | <input type="checkbox"/> YES                     | <input type="checkbox"/> YES  |
| FLUSHOMETER-VALVE TOILET | COST, UP TO \$250      | NUMBER ON PROPERTY |                |                      |                                    |                  |  |                               |

|   |  |                                 |     |
|---|--|---------------------------------|-----|
| 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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