

DO NOT BEGIN YOUR SHOWERHEAD 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, search “rebates”](https://scottsdaleaz.gov/search/rebates)
 - A confirmation email is sent following an online submission. If there is no contact within 24 hours, check your spam folder, and reapply if needed.
- 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.
- 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. If there was no city contact after three weeks, call 480-312-5650 to verify the application was received. Documents are not returned.

IMPORTANT INFORMATION

- Applications will be accepted starting May 5, 2025, with rebate fund disbursement starting July 1, 2025. 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 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 eligible for processing.
- Conservation will use the contact information listed on the application. The applicant is responsible for notifying Conservation of contact changes and for monitoring their email, voicemail, and regular mail.
- Keep copies of all rebate documents and correspondence as proof of activities.

- 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

- **Showerheads purchases made before the rebate program began on May 5, 2025 are ineligible.**
- It is up to the applicant to track deadlines. The application must be submitted between May 5, 2025 and March 31, 2026 and the project **Completion and Notification Deadline is April 30, 2026**. Small projects (up to 10 showerheads) must be completed by the deadline.
- For large projects (11 or more showerheads) 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, 2026**. An official extension approval will be sent to the email address listed on the application. One extension per property.
 - 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 showerheads are not purchased, applicants can reapply in the next rebate program year.

RENTAL PROPERTIES

- Applicants (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.

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.

DO NOT DUPLICATE AND DISTRIBUTE THIS FORM (5/5/2025, V1)

APPLICANTS must COMPLY WITH THE CURRENT APPLICATION AT [SCOTTSDALEAZ.GOV SEARCH “REBATES”](https://scottsdaleaz.gov/search/rebates)

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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.

APPLICATION PROCESS AND REQUIREMENTS

SHOWERHEAD REQUIREMENTS FOR SMALL AND LARGE PROJECTS

- **Select WaterSense labeled showerhead(s).** Showerheads must be WaterSense labeled by the EPA.
- Showerhead models frequently have WaterSense labeled and non-WaterSense labeled versions. WaterSense labeling states a maximum flow rate must be equal to or less than 2.0 gallons per minute (gpm). Not all 2.0 gpm or less showerhead models qualify as there are additional performance metrics. Always utilize the EPA's [product search](#) to confirm showerhead eligibility.

SMALL PROJECTS (UP TO 10 SHOWERHEADS) 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 showerheads currently on the property in high traffic areas
 - The number of showerheads being replaced
 - b. Itemized receipt or invoice must show:
 - Purchase date on or after May 5, 2025
 - 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 showerhead
2. **The rebate is a credit applied to the active water account within two billing cycles.** Rebate credits will stay on the account until depleted. Look for your rebate on your utility billing statement.

LARGE PROJECTS (11 OR MORE SHOWERHEADS) APPLICATION PROCESS

1. **Apply for a rebate and submit the required information listed under Small Projects step 1a. above.**
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 toilets eligibility will be reviewed—be sure to have the showerhead's make and model information available.
3. **Conservation will send a Notice to Proceed email to the applicant** after the selected showerheads are approved and the pre-inspection is complete.
4. **Begin the project and install the showerheads.**
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 total 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 will stay 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 5, 2025 are **ineligible. No exceptions.**
- Property must receive water or sewer services from Scottsdale Water.
- Only showerheads in high traffic areas (e.g., common areas, lobbies, etc) are eligible for a rebate. Showerheads designated for use by an individual or small group of people (e.g., in a hotel room, private residence, single office, etc) are not eligible for a rebate.
- Showerheads rebates are limited to 100 per property per year or up to the number existing in high traffic areas on the property, whichever is less after June 30, 2016.
- Replacement showerheads 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 for the showerheads only (installation, parts, tax, shipping etc. excluded); cost up to \$25 per showerhead.



[CLICK HERE TO APPLY ONLINE](#)

APPLY BETWEEN	COMPLETION & NOTIFICATION DEADLINE	REBATE AMOUNT PER UNIT	REQUIRED SERVICE	LIMIT PER YEAR	LIMIT PER PROPERTY	DOCUMENT NOTING SELECTED SHOWERHEADS AND NUMBER INSTALLING	ACKNOWLEDGE A W-9 MAY BE REQUIRED AT PROJECT COMPLETION?
/5/2025 AND 3/31/2026	4/30/2026	COST, UP TO \$25	WATER OR SEWER	100	UP TO NUMBER IN HIGH TRAFFIC AREAS ON PROPERTY	<input type="checkbox"/> YES	<input type="checkbox"/> YES
NAME ON ACCOUNT					SCOTTSDALE UTILITY 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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