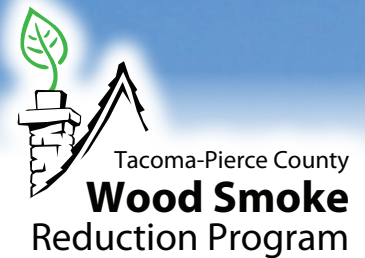


# CHECKLIST TO HELP YOU



Congratulations on your decision to participate in the Wood Smoke Reduction Program! Use this Checklist to complete the steps to receive your rebates.

- If you are considering converting to natural gas, check with Puget Sound Energy (PSE) to see if natural gas is available to your home. You may have already requested this information and you should be hearing back shortly. This information will give you a better understanding as to your heating options.
- Contact heating contractor(s) and/or a retailer to give you an estimate for installing an efficient heating system, and contact an insulation contractor to give you an estimate for upgrading the insulation in your home.\* A list of participating contractors/retailers has been provided, you must purchase and install your heating and/or insulation, windows, etc. from contractors on the provided lists. These contractors/retailers will discuss with you the program qualifications and incentives, as well as any financing opportunities.
- Double check with your contractor to make sure that the equipment you are selecting meets the high efficiency criteria of the utility rebates and Wood Smoke Reduction Program (see enclosed Tacoma-Pierce County rebate certificate).
- Make your energy efficient decision and initiate work with your selected contractors. Your heating equipment work order will reserve your share of the program rebate funds. Make sure to reserve copies of all your invoices and utility rebate forms as you will need to submit them for reimbursement.
- When the work is completed at your home, submit all utility and Clean Air rebate forms to the respective utilities and the Clean Air agency. Then submit copies of all invoices/receipts and utility forms to Kathy Ross (contact listed below) in the enclosed envelope for reimbursement.
- Your Wood Smoke Reduction Program rebate will total the remaining balance (not to exceed \$4,000 per home) of the total of all invoices/receipts less the utility and Clean Air agency rebates. Additional funding may be available for Income Qualified households.

Enjoy your comfortable home, energy efficiency equipment, and savings on your energy bills. Do not hesitate to call Kathy Ross or your local utilities' energy advisors at any time if you have questions.

Kathy Ross – Program Coordinator  
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\*Remember insulation is only required for homes built before 1988 and that do not meet current building code insulation levels.

