

# RETAILER CHECKLIST

[www.pscleanair.org/woodstove](http://www.pscleanair.org/woodstove)



## PRE-INSTALLATION

### Check customer eligibility for program participation

- Verify that residence is within eligible ZIP code
- Confirm that the old device is currently installed
- Confirm that the old device is a:
  - uncertified wood stove
  - uncertified wood-burning fireplace insert,
  - pre-1995 wood stove,
  - pre-1995 wood-burning fireplace insert,
  - wood furnace or  coal-burning device
- Take photograph of the old device, while still installed
- Identify from customer's "Coupon" whether the customer is eligible for the general program or the income-qualified program

### Complete the "Proof of Work Order" form and reserve funds for customer

- Collect original program "Coupon" from customer
  - Verify that funds are available by filling out the online Proof of Work Order form at [www.pscleanair.org/workorder](http://www.pscleanair.org/workorder)
  - Clean Air Agency staff will reply regarding availability of funds
- OR**

- Assist customer in filling out their portion of hardcopy "Proof of Work Order" and have them sign it
- Fill out and sign Retailer/Contractor portion of the "Proof of Work Order"
- Verify that funds are available by sending the scanned, completed "Proof of Work Order" form via e-mail to Amy Warren at [amyw@psccleanair.org](mailto:amyw@psccleanair.org) or fax to 206-343-7522
- Clean Air Agency staff will reply regarding availability of funds

### Identify customer's instant rebate amount

- General Program -- \$1,500
- Income-Qualified Program -- \$3,000

### Identify customer's selected appliance

- natural gas stove
- natural gas fireplace insert
- natural gas furnace
- electric heat pump, whole-house
- electric heat pump, ductless

Customer Name: \_\_\_\_\_

Coupon #: \_\_\_\_\_

## INSTALLATION

### Dispose of old device

- Remove door or render the old device permanently inoperable
- Take photo of old device rendered inoperable
- Arrange for pick up / self-haul to recycler
- Have recycler fill out and sign their portion of the "Recycling Report" form

### Install new replacement device

- Schedule professional installation (date) \_\_\_\_\_
- Obtain local permits, if required (permit #) \_\_\_\_\_
- Complete professional installation (date) \_\_\_\_\_
- Take photo of newly installed device
- Have customer fill out and sign their portion of the "Certificate of Destruction" form
- Have installer fill out and sign their portion of the "Certificate of Destruction" form

### Obtain reimbursement from the Clean Air Agency

- Mail supporting documentation in order to receive reimbursement to Amy Warren at Puget Sound Clean Air Agency; 1904 3rd Ave, Suite 105; Seattle, WA 98101. Include the following:
  - Original program "Coupon" collected from customer, "Retailer completes this section" area completed
  - Original completed "Proof of Work Order" form (from online submittal or hardcopy)
  - Photos of old device (before removal), old device (rendered inoperable) and newly installed device
  - Signed and completed "Certificate of Destruction"
  - Itemized copy of sales invoice
  - Invoice to Puget Sound Clean Air Agency for reimbursement
- Submit "Recycling Report" within 30 days of submitting of the "Certificate of Destruction" form and other documentation or no later than June 30, 2011 (whichever comes first) to Amy Warren at Puget Sound Clean Air Agency; 1904 3rd Ave, Suite 105; Seattle, WA 98101
- Include an entry for each reimbursable wood stove replacement installation as shown on a "Certificate of Destruction" form
- Record any additional incentives, discounts or rebates received by the customer, if known:

Amount(s) \$ \_\_\_\_\_

Organization(s) \_\_\_\_\_

