



HVAC Program Participating Contractor Submission Guidelines

DTE Energy would like to remind our participating contractors of the requirements that need to be met in regard to submitting and correcting flawed applications. Please see below for the submission requirements:

- Confirm the homeowners are DTE natural gas and/or electric customers.
- Submit a minimum of three rebate applications within a 180-day period or six applications within a one-year period while participating in the DTE HVAC Program.
- Submit all paperwork, including the online rebate application (filled out completely) and invoice (make, model, serial number, AHRI number and installation date), on all installed equipment.
- Submit the rebate application and required paperwork within 14 days of the installation date.
- Submit the customers' applications. The only means of submitting an application is through the online application process.
- Submit applications for eligible single-family homes only. Single-family homes are defined as two or fewer connected units. Each unit must be individually metered for natural gas and electric and each unit must have its own heating, cooling, and water-heating equipment.
- Resolve any application that is placed in "flaw" status within 21 days after the contractor is sent the initial flaw notification.

The requirements outlined above must be adhered to in order to remain a participating contractor in the DTE HVAC Program.

Thank you for your continued support of the DTE HVAC Program! Please contact the account advocate team or your account manager with any questions about these requirements.

Thank you,

DTE Energy Efficiency Team

855.539.1906

DTEHVAC@icf.com

ICF | 1 Energy Plaza | Detroit, MI 48226 US

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