

# Customer Checklist

**Final Application must be submitted within six (6) months of project completion and include the following components:**

## Application Form

---

### Customer Information

- ☐ Customer name matches the name that appears on the APS bill.
- ☐ Taxpayer ID is complete and accurate.
- ☐ APS account number is complete and accurate.

### Contractor Information

- ☐ Contractor contact information is provided. (Contractor may be contacted to verify project details.)

### Signature of Agreement

- ☐ Customer has read and agrees with the Policies and Procedures of the Solutions for Business program.
- ☐ The customer has signed, dated and filled in all sections of this agreement.

## Application Information

---

- ☐ Quantities, efficiencies and required fields have been entered accurately for each applicable measure.
- ☐ The measures installed meet the performance requirements listed in the program specifications.
- ☐ Descriptions for Custom measures detail pre/post conditions, operating schedules and savings calculations.

## Supporting Documentation

---

### Specification Sheets

- ☐ A manufacturer's specification sheet is provided for each measure installed.
- ☐ Specification sheets include all eligibility requirements for the measure (e.g., AHRI/IPLV documentation for cooling equipment). *Note: AHRI offers a helpful website for cooling specifications: [www.ahridirectory.org](http://www.ahridirectory.org).*
- ☐ The model numbers of all installed components match those listed on the invoices.

### Custom Energy Calculations

- ☐ Annual and summer peak energy calculations have been provided in an Excel format.
- ☐ Description of calculation methodology is provided for complex projects.

### Invoices

- ☐ The installation address is listed on the invoice and is in APS territory.
- ☐ Invoice shows correct quantities and model numbers for each measure installed.

### Customer Signature and Third-Party Authorization Agreement

- ☐ If a third party will be applying on behalf of the customer, the APS Solutions for Business program requires the customer to sign this document agreeing to the Policies and Procedures of the program and allowing the third party to sign the application on their behalf. Please contact the program team for more information on this process.