

# RURAL ASSESSMENT AND TRAVEL INCENTIVE APPLICATION

Focus on Energy Trade Allies must submit this application to receive reimbursement for the rural assessment and travel incentive offered through the Home Performance with ENERGY STAR® Program. Retain a copy of your application and supporting materials for your records.

**STEP 1:** Collect customer's \$300 assessment coupon and customer information

**STEP 2:** Complete assessment and invoice customer

**STEP 3:** Complete your application

Please fill out all form fields unless otherwise directed. Incomplete or missing information will delay processing.

**WHAT YOU'LL NEED:**

- A copy of your invoice to the customer indicating assessment date and price.
  - Assessment invoice must show the \$300 instant discount to the homeowner.
- The customer's Snugg Pro job number.
- A copy of the customer's \$300 assessment coupon.

**STEP 4:** Submit paperwork

Submit the application **within 60 days of the completed assessment** along with the paperwork listed above. Please allow 8–10 weeks for processing.

Focus on Energy – Home Performance Program  
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Madison, WI 53713

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Fax: 888.627.0938

For questions, call: 855.339.8866

## 1 Utility Account Holder Information

Customer Name:		
Electric Utility Provider:	Electric Utility Account Number:	
Gas Utility Provider:	Gas Utility Account Number:	
Assessment Address:		
City:	State: WI	ZIP:
Phone Number:	Email:	
Snugg Pro Job Number:	Site has Central A/C or Air Source Heat Pump: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fuel Used for Home Heating: <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Other _____	Heating System Type: <input type="checkbox"/> Furnace <input type="checkbox"/> Boiler <input type="checkbox"/> Air Source Heat Pump <input type="checkbox"/> Other _____	

## 2 Reimbursement Details

Trade Ally Name:		
Trade Ally Office Address and Starting Point:		
City:	State:	ZIP:
<b>Total Roundtrip Mileage</b> <i>(Calculated from Trade Ally Office Address and Starting Point to Assessment Address using Google Maps)</i>	<i>Miles</i>	
– 20 Miles	–20	
Total Eligible Mileage	<i>Miles</i>	
x \$0.80 Incentive	x 0.8	
<b>Total Reimbursement Requested</b> <i>Travel incentive not to exceed \$300</i>	\$	

## 3 Trade Ally Payment Information

**Make check payable to Trade Ally listed below.** Complete this section if the information is different from the information provided in Section 2.

Company Business Name:	Phone Number:	
Mailing Address:		
City:	State:	ZIP:

