

HOME IMPROVEMENT REBATE PROGRAM – SUBMISSION REQUIREMENTS

CUSTOMER and SALES CONSULTANT duly sign Home Improvement Release Form

- SALES CONSULTANT indicates REBATE PROGRAM on ORDER and gives FILE to RECEPTION
- ESTIMATING goes online to <https://summerhill.dropzonecdm.com/>;
Username: kendram@durabuiltwindows.com
Password: Kendra2017*
 - Select Home Improvement rebate tab
 - Enter the Pre-Qualification/Quote details based on the submitted Order
 - Enter Quote no. in *Pre-Qualification Notes box
 - Check off Use Metric for U-Value box
 - Submit Release Form for Pre-Qualification
- ESTIMATING delivers file to INSTALLATION
- INSTALLATION takes "Before" photos and "After" photos
 - INSTALLATION uploads photos to the Y:// and EMAILS estimating@durabuiltwindows.com when they upload

ACCOUNTING upload itemized invoice on the website and SUBMIT the rebate for final approval.



HOME IMPROVEMENT REBATE PROGRAM

Customer Release Form

The retrofit you are proceeding with has been identified by your contractor as being eligible for rebate through the Government of Alberta's (herein referred to as the "Government") Home Improvement Rebate program (herein referred to as the "Program") facilitated by The Summerhill Group (herein referred to as "Summerhill").

Neither the Government, nor Summerhill make any warranty, expressed or implied, with respect to the energy savings estimates or energy efficiency recommendations provided by a participating contractor. Actual energy consumption and costs depend on a host of factors beyond the control of the Government or Summerhill.

The Government of Alberta and Summerhill promote the use of energy-efficient equipment bearing the ENERGY STAR symbol and the use of trained personnel in the completion of energy retrofits. The Government and/or Summerhill do not endorse the services of any contractor nor any specific product, and accepts no liability in the selection of materials, products, contractors or performance of workmanship.

By signing below, you acknowledge that you have read this notice and that you authorize the information (including name, address, contact info, and photos) collected about your retrofit throughout the process to be supplied to Summerhill and/or the Government for the purposes of Program delivery and quality assurance. All parties from Contractors, Summerhill and the Government must, at a minimum, safeguard your information according to the Freedom of Information and Protection of Privacy (FOIP) Act.

You may be contacted by a representative of Summerhill or the Government, should any quality assurance assessments of the Program be undertaken, and you will be asked for your consent to participate in this review.

Homeowner's Name	Date:
Homeowner's Signature:	E-Mail Address:
Contractor's Business Name:	Contractor's Name
Contractor Telephone Number:	Contractor's Signature:
Date:	