



# Boiler tune-ups 2023 Commercial rebate application

Rebates for qualifying equipment, products or services installed between January 1, 2023 and December 31, 2023.

For Nicor Gas commercial customers:

- Private sector
- Public sector
- Multi-family properties (3 units or more)
- Gas supplied by third party, distributed by Nicor Gas

*Note: Self-directed customers are not eligible.*

### Get ready:

Review all eligibility requirements and terms and conditions. Collect all required information to complete your application.

### Get started:

Submit within 90 days of installation/service, or by January 31, 2024, whichever comes first.

Apply Online at: [nicorgas.com/apply](https://nicorgas.com/apply)

OR Mail the completed and signed application, invoice and supporting documents to:

**Nicor Gas**  
**Attn. Energy Efficiency 23-59062**  
**P.O. Box 540071**  
**El Paso, TX 88554-0071**

### Get your rebate:

Rebates are delivered in six to eight weeks when a complete application and all required documents are received for a rebate qualifying product.

To check the status of your rebate, visit [nicorgas.com/status](https://nicorgas.com/status).

Need help? Call us at **877.886.4239** (Mon.–Fri., 8 a.m. to 5 p.m.) or email [eeinfo@nicorgas.com](mailto:eeinfo@nicorgas.com)

## ▶ Account holder information (as it appears on Nicor Gas bill/account)

Nicor Gas account number List first 10 digits of the account number, including any leading zeros but no dashes.

--	--	--	--	--	--	--	--	--	--

Business/account holder name

Business/account address (must match install address) City State ZIP code

--	--	--	--

## ▶ Account holder site contact information

Contact first name Contact last name

--	--

Contact title

Phone number Email address

--	--

Please check below to identify account holder funding type.

### Privately funded

Business independently owned with less than 10 locations

### Publicly funded (taxpayer)

Please select the public sector class.

Local government State

Federal

## ▶ Installing contractor information

Installed by facility staff\* (if checked, provide name, phone and email)

Contractor business name (as it appears on invoice or receipt)

Contact first name Contact last name

--	--

Address City State ZIP code

--	--	--	--

Phone number Email address

--	--

*\*For self-installations, the account holder/customer is responsible for ensuring the qualifying product(s) are installed according to all applicable building, local and state codes and manufacturer specifications. Nicor Gas does not assume any responsibility for the quality or safety of any installation.*

## Does my building qualify as multi-family?

Multi-family properties must be three units or more, with semi-permanent or permanent tenants, including:

- Apartments
- Condominiums
- Town homes
- Dorms
- Assisted living/retirement homes

## Building type guide

Detailed description of building ventilation system types for hospitals or high-rise office buildings.

Choose the building type on page two that corresponds with your ventilation system.

**Have questions?**  
Call us at 877.886.4239

## ▶ Rebate check

Make check payable to *(select one)*

Account holder *(Checks will be made payable to the account holder name on the Nicor Gas bill)*

Landlord	_____		
Attention to	(landlord/business property name)		
_____			
Mailing address <i>(if different than installation address)</i>	City	State	ZIP code
_____	_____	_____	_____

Contractor Circle installing member  
*(11 digit ID number required if contractor offered rebate as an instant discount)*

--	--	--	--	--	--	--	--	--	--	--

## ▶ Building type *(please select only one building type)*

Select the building type that best describes the location where the equipment was installed or services were performed

### Multi-family

- High-rise (5 stories or more)
- Mid-rise (up to 4 stories)
- Assisted living

- Airport
- Assembly (theater, hall, arena)
- Auto dealership
- Convenience
- Correctional facility
- Drug store
- Emergency services
- Garage
- Grocery
- Healthcare clinic
- Hospital
- Hotel/motel (guest room only)

- Hotel/motel (common area only)
- Hotel/motel (common area/guest room)
- Manufacturing facility
- Movie theater
- Office - high-rise (10+ floors)
- Office - mid-rise (5-9 floors)
- Office - low-rise (up to 4 floors)
- Public municipal library
- Religious facility
- Restaurant
- Retail - department store
- Retail - strip mall
- School - college/university
- School - elementary school
- School - high school/junior high
- Warehouse
- Other \_\_\_\_\_

**For hospitals and high-rise offices, please specify HVAC system type:**

CAV, no economizer      VAV, economizer      CAV, economizer      FCU

### Ventilation system type

### Abbreviation

#### Constant air volume ventilation (CAV), no economizer

- Does not contain variable frequency drives or variable air volume dampers
- Cannot use an economizer for free cooling, likely to be an older system

CAV, no econ

#### Constant air volume ventilation (CAV) with economizer

- Does not contain variable frequency drives or variable air volume dampers
- System has the ability to use an economizer for free cooling

CAV, econ

#### Variable air volume ventilation (VAV) with economizer

- Contains variable frequency drives or variable air volume dampers
- System has the ability to use an economizer for free cooling

VAV, econ

#### Fan coil unit (FCU) for ventilation

- Has units that consist of a heating or cooling coil and a fan
- Each fan coil unit serves the space where it is installed or multiple spaces

FCU



# Product information

Provide the following information for the equipment installed (as listed on invoice). Verify your invoice/receipt is legible and includes all the information listed on page four. If any information is illegible or missing, contact your contractor to get the correct information before submitting your application. Incorrect or missing information will delay processing your rebate. **If you performed an eligible boiler tune-up on more than one boiler, complete and submit additional copies of this page as necessary.**

## Check one type: Rebate

- Space heating boiler **\$0.50** per MBTUH up to \$500 per boiler
- Process boiler **\$0.50** per MBTUH up to \$500 per boiler

To qualify for the boiler tune-up rebate, the combustion efficiency of the boiler must be tested pre- and post-tune-up, and an increase in efficiency must be shown.

\* Total cost of service is the total purchase price of service including equipment/materials, measurements and labor.

† MBTUH = Thousand British Thermal Units per Hour

## Boiler tune-ups

Tune-up date	Total tune-up cost* (per boiler serviced)
<input type="text"/>	<input type="text"/>

## Boiler information

Manufacturer	Model	
<input type="text"/>	<input type="text"/>	
Serial number	Input capacity (MBTUH <sup>†</sup> )	Est. age (years)
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Eligibility requirements

- Space heating boiler tune-ups rebates cannot be claimed more than once every three years. Space heating boilers tuned in the past three years do not qualify.
- Process boiler tune-ups rebates cannot be claimed more than once every two years. Process boilers tuned in the past two years do not qualify.
- Boiler tune-up rebates are available on a per-boiler basis.
- Eligible boilers must have an input capacity > 100 MBTUH and have been operational for at least two years.
- Boilers installed as part of a new facility construction are not eligible.
- Only natural gas steam and hot water boilers are eligible. Domestic hot water boilers are not eligible.
- The combustion efficiency of the boiler must be tested pre- and post-tune-up, and an increase in efficiency must be shown at the mid- or high-fire range, or fire rate most commonly used in the facility. Results from both tests must be submitted with the completed rebate application.
- Boiler tune-up services must be completed by a professional third-party contractor.
- An accurate manufacturer, model and input capacity for the boiler on which the tune-up was completed must be provided on the rebate application. A legible picture of the boiler nameplate should be included for verification. If the boiler's manufacturer, model and input capacity cannot be validated, the rebate may be capped at \$250 per boiler.
- Additional information may be requested to verify the boiler manufacturer, model and serial number. Submitting a legible picture of the boiler nameplate should be included for verification.
- Verification of the completed boiler tune-up services must be provided with the completed rebate application. Submit one of the following options showing all items on checklist have been completed:
  - Service technician's signature on completed boiler tune-up checklist below; or
  - Completed and signed boiler tune-up checklist (available for download at [nicorgas.com/boilertuneup](http://nicorgas.com/boilertuneup)); or
  - Contractor invoice including all of the boiler tune-up services clearly itemized and the service technician's signature.

## Boiler tune-up checklist

Service technician must check all boxes

Alternatively, you may submit a separate boiler tune-up checklist, available for download at [nicorgas.com/boilertuneup](http://nicorgas.com/boilertuneup).

- |   |  |
|---|--|
| Complete visual inspection of system piping and insulation          | Adjust burner and gas input, manual and/or motorized draft control   |
| Check for proper venting  | Adjust airflow and reduce excessive stack temperatures   |
| Check adequacy of combustion air intake                             | Test pre- and post tune-up boiler efficiency using an electronic flue gas analyzer; print out or take a picture of the results and submit with application |
| Check safety controls   | Confirm increase in efficiency at the fire rate most commonly used in the facility   |
| Inspect and clean burner  |  |
| Inspect and clean combustion chamber and fire-side exchange surface |  |

Service technician's signature



## ▶ Attach supplemental documents

### Verification of boiler tune-up services

- Complete the checklist and service technician signature on page three of this application, or submit the boiler tune-up checklist form, which can be downloaded at [nicorgas.com/boilertuneup](http://nicorgas.com/boilertuneup).

### Copy of the combustion test analyzer results

- Must include both pre- and post-tune-up results, and demonstrate an increase in efficiency post-tune-up at the mid- or high-fire range or the fire rate most commonly used in the facility

## Don't forget to submit a legible copy of the itemized invoice(s) or proof of purchase which must include:

Contractor name, address and phone number

Account holder or business name and installation address  
(as it appears on the Nicor Gas bill)

Date installed and operational (clearly labeled)

Type of equipment, manufacturer, model and serial number

Total installed cost (itemized by each piece of qualifying equipment)

Proof of payment or payment terms  
(for example: balance due of zero, financing terms or paid-in-full stamp)

**For Contractor Circle installing members providing the rebate as an instant discount:** Include a customer-signed invoice showing the rebate amount deducted from the purchase price, clearly labeled as a Nicor Gas Energy Efficiency Program rebate. Other discounts or rebates unrelated to Nicor Gas should be

If you are not able to get the customer signature on the invoice/receipt, have the customer complete and sign the invoice checklist and submit with the rebate application and the final receipt/invoice. shown as a separate line item.

## ▶ Applicant information and signature

*The individual who will be paid the rebate should complete this section. For example: Account holder applying for themselves, landlord who paid for the work or approved Contractor Circle member who offered the rebate as an instant discount.*

With my signature below, I hereby certify that:

1. The energy-efficient product, equipment or service was paid for as reflected on the invoice, is installed and is operational.
2. The information provided in the application and supporting documents is accurate and complete.
3. All rules of this rebate program have been followed. Equipment/service has met all product eligibility requirements and the terms and conditions within this document.
4. I have read and understand the terms and conditions included within this document.
5. I understand that rebates are based upon eligibility and verification of information provided in this application and supporting documents, and is subject to funding availability.

Applicant name (print)

Title

--	--

Phone number

Email address

--	--

Applicant signature

Date

--	--



# Nicor Gas Energy Efficiency Program rebate terms and conditions

## Participant eligibility

You are eligible to participate in the Nicor Gas Energy Efficiency Program ("the program") if you are a current Nicor Gas:

- Commercial customer and complete qualifying services or complete installation of qualifying equipment/products in a non-residential space with an active Nicor Gas account when the installation/improvement was completed. Self-directed customers are not eligible.

OR

- Residential customer in a multi-family building that has permanent or semi-permanent residents. Multi-family buildings have three or more units and are limited to apartments, condominiums, assisted living facilities and retirement communities.

## Installation requirements

Your installation of qualifying high-efficiency natural gas equipment/products or completion of a qualifying service is eligible for a rebate if:

- It meets all specific energy efficiency and program requirements outlined in this application.
- The equipment/product is purchased new. Resale equipment/products, new parts installed in existing equipment/products, or equipment/products that are leased, rebuilt, rented, received from insurance or warranty claims or won as a prize do not qualify.
- Natural gas equipment/product replacing electric equipment/product and electric equipment/product replacing natural gas equipment/product is not eligible.
- For existing facilities, the qualifying natural gas equipment/product installed is replacing existing natural gas equipment/product used for the same purpose.
- For new facilities, including new construction and projects involving a major remodel or demolition and renovation, qualifying equipment/product must meet all other program qualifications.
- It is installed or the service is completed by a qualified individual, compliant with all applicable building, local and state codes and manufacturer specifications. Installations must adhere to applicable environmental, health and safety regulations, and the equipment/product must be properly ventilated (if applicable). Professional installation is not required but is strongly recommended to ensure the efficient and proper functioning of equipment/product.
- The equipment/product is installed and operational and the service was completed at the address listed on the application prior to submittal of this application.
- It is installed or completed in a property owned by the applicant, or the applicant has received permission from the property owner to install the equipment/product or complete the qualifying service. The applicant's signature on the application and/or invoice indicates that the appropriate permission has been obtained.
- It is purchased and installed or service is completed between January 1, 2023 and December 31, 2023.

## Application requirements

To be considered complete and eligible for rebates, all applications must:

- Be postmarked or submitted online no later than 90 days after the installation date, or by January 31, 2024, whichever comes first.
- Include itemized contractor invoice(s) or proof of purchase receipt(s) consisting of:
  - Contractor name, address and phone number
  - Business/account holder name and installation address
  - Installation date (clearly labeled)
  - Type of equipment, equipment manufacturer and model
  - Total installed cost (itemized by each piece of qualifying equipment)
  - Proof of payment or payment terms (for example: balance due of zero, financing terms or paid-in-full stamp)
- Include all required supporting documentation.
- Meet instant discount requirements, if applicable.
- Be signed by the Nicor Gas account holder unless the rebate is being made payable to a Contractor Circle installing member.
- Use separate applications if applying for products installed by different contractors.

Online applications must be:

- Submitted online at [nicorgas.com/apply](https://nicorgas.com/apply)
- Accompanied by a copy of the required contractor invoice(s) or receipt(s) and other required documentation.

## Payee information

- The program allows the rebate check to be made payable to one of the following: Nicor Gas account holder, landlord or current Contractor Circle installing member.
- If you are the account holder and want the rebate check to be made payable to you, please complete the rebate application, provide the required supporting documentation listed on the rebate application and sign as the "Applicant."
- In the event a rebate check made payable to the account holder remains uncashed for longer than 90 days, Nicor Gas reserves the right to cancel the check and credit the account holder's active natural gas account.
- To have the check made payable to the landlord (who is not the account holder) or the installing contractor (i.e., a Contractor Circle installing member who provided the rebate as an instant discount), please review all requirements for applications submitted by a landlord or contractor.
- To receive a rebate you must not have received/will not receive a rebate for the same equipment, product or service from more than one Illinois investor-owned utility or third-party energy efficiency program offering rebates or financing funded with ratepayer funds, with the exception of qualifying joint ComEd/Nicor Gas rebate offers.

## Contractor Circle installing member instant discount requirements

Rebates being paid directly to the installing contractor must meet the following requirements:

- Instant discounts may only be offered by current Contractor Circle installing members that meet all program requirements.
- Contractor must submit:
  - A contractor signed rebate application with "Contractor Circle installing member" selected as the payee.
  - Any additional required documentation for the specific measure/service installed.
  - A copy of the customer-signed invoice showing the rebate amount deducted from the total purchase price and clearly labeled as a Nicor Gas Energy Efficiency Program rebate. The customer's signature on the invoice verifies that the qualifying equipment/product was/were installed, the customer received an instant discount and allows the release of the rebate payment to the contractor.
- Contractor Circle installing members must verify customer, equipment/product and installation or service eligibility prior to providing an instant discount. The contractor assumes all liability by providing the rebate as an instant discount.
- A customer may be contacted by Nicor Gas to verify any of the information provided on the rebate application or invoice prior to payment of a rebate to a contractor for an instant discount.
- Any dispute from a customer regarding receipt of a rebate as an instant discount will be investigated by Nicor Gas, and contractor payees are subject to payment adjustments in the event a customer has not received the full and correct rebate amount as an instant discount.
- Contractor Circle installing members are responsible for providing the full and correct rebate amount for qualifying equipment or products.
- The online instant discount application is limited to Contractor Circle installing members. Contractors should visit [nicorgas.com/installer](https://nicorgas.com/installer) for more information or to enroll.

## Landlord participant requirements

If you are applying for a rebate for a property you own, but the Nicor Gas account is in your tenant's name, your rebate application must show:

- Tenant's (customer's) Nicor Gas account number, name and address.
- The appropriate box checked for the rebate to be paid to the landlord, with full name or business name in the proper fields.

By signing the application, the landlord represents that the account holder has agreed to release payment of the rebate to the landlord.

## Program terms and conditions

- Funds are limited and applications are processed on a first-come, first-serve basis. Program is subject to change and may end without prior notice.
- Please allow approximately six to eight weeks for processing of any rebates.
- Incomplete applications cannot be processed. Failure to complete the rebate application in full and provide the required supporting documentation will either delay the payment process or result in your application being denied.
- Maintain a copy of your rebate application and all supporting documentation. The program is not responsible for items (i.e., rebate, applications, supporting documentation and/or rebate checks) lost or damaged in the mail.
- Contractor Circle installing members are eligible to have the rebate signed over to them. Contractors receiving rebates are not eligible for any other incentives for the same services or products.
- If you do not own the property where the equipment or product is installed or the service provided, as a tenant, you are responsible for obtaining the property owner's permission to provide the service or to install the equipment/product for which you are applying for a rebate. Your submission of this application indicates that you have obtained permission.
- Rebate incentives may not exceed the total purchase price of the installed equipment, product or services. Only materials, equipment, product and external labor costs are eligible.
- All equipment or product installations are subject to verification by the program to ensure that the equipment/product installed or service completed meets the program requirements.
- Participants must allow, if requested, the program (or a program representative) reasonable access to their facility to verify that the equipment/product is installed and operating or that the service has been performed.
- Participants may be contacted by an evaluator to verify the equipment/product installation or services, or be asked to complete a customer survey. If contacted, your participation is required.
- Nicor Gas, its officers, employees, contractors and program administrators disclaim any and all liability, loss or damage and make no guarantees related to:
  - Participation in the program, including use or installation of the product(s)/equipment or receipt of services
  - Loss or delay of rebate check in the mail
  - Any taxes that may be imposed as a result of participation in the program
- Payments made to contractors, commercial customers or landlords may be taxable under federal and state tax codes. If payments total more than \$600 per calendar year, they will be reported to the Internal Revenue Service. Nicor Gas is not responsible for providing advice regarding any taxes that may be imposed as a result of participation in the Nicor Gas Energy Efficiency Program. Participants should consult a tax accountant or advisor regarding potential tax liability. Nicor Gas is not responsible for any taxes that may be imposed on your business as a result of these payments.