City of Tempe
Community Development Department
Building Safety Division
31 E. 5th Street, Garden Level
Tempe, AZ 85281
(480) 350-8341 Fax: (480) 350-8677
www.tempe.gov

Request for Residential Improvement Rebate Application

Tempe

Applicant Information - Required		
Applicant Name:	**Telephone 1:** ( ) **Ext:**_____	
Address where Improvements were made:	**Telephone 2:** ( ) **Ext:**_____	
Applicant's Mailing Address (if different than above):	**Fax:** ( )	
City:	**State:**	**Zip:**

Plan Review, Permit or Activity Number Rebate Requested For:		City Use Only–Line Item Total
☐ **Plan Review Number(s):**		
☐ **Building Permit Number(s):**		
	Total Refund:	

Eligibility Verification - Required

I certify that (check all that apply):

- ☐ **I am the owner of and have made improvements to the stated property**
- ☐ **Permits for improvements were issued after June 30, 2007**
- ☐ **The property where improvements were made is over 20 years old**
- ☐ **The property where improvements were made are completed and have received a final inspection from the City of Tempe**
- ☐ **I have attached the appropriate documentation**
- ☐ **The improvements were not for a bedroom addition on rental property**

Applicant Signature:	**Date:**
Property Owner Signature required:	**Date:**

For City Use Only

Back-up Material Submitted (see Reverse for Requirements):

☐ Copy of Validated Applicant Copy of Application(s) ☐ Other _____

☐ Copy of Validated Applicant Copy of Permit(s)

Initials of Staff:	**Date Received:**
Approved By (Manager/Project Coordinator Signature and Date):	
Permits Plus Updated:	

Requisition Stamp:

INSTRUCTIONS FOR RESIDENTIAL IMPROVEMENT REBATE APPLICATION

Applicant Information - Required

Note: We can not process a Residential Improvement Rebate without this information.

The applicant information/address provided is the name and address that the refund check will be sent to. Incomplete/incorrect addresses will result in lost/returned refund checks.

In order for a rebate to be processed, it is also required to provide copies of the validated *applicant copy* of the application form and issued permits. The plan review, permit, or activity numbers may be found on the copies of the project submittal form, permits, or applications (as applicable).

The certification of criteria section must be completed for verification of eligibility.

A signature is *required from the Applicant* - unsigned rebate applications cannot be processed. If the Applicant is not the Property Owner, a signature is *also required* from the Property Owner.

Rebate Scope & Eligibility

Requests for rebate of fees may be submitted for:

- Plan Check
- Building, Mechanical, Electrical, and Plumbing Permits

Eligibility:

- Home must be 20+ years old
- Permits for improvement must have been issued after June 30, 2007
- Improvements must have been completed and received a final inspection within one year of permit issuance
- Improvement cannot be for bedroom addition on rental properties

Fees Not Eligible for Rebate:

- Investigation fees
- Permits issued for illegal construction
- Renewal fees
- Other permit types (i.e. Engineering, Fire, Water & Sewer)

Rebate Processing

Rebate processing time will vary, but may take up to 4-6 weeks to process from date of application.

Blank rebate application forms may be obtained on our website at:
http://www.tempe.gov/modules/showdocument.aspx?documentid=5343

Please contact Community Development at (480) 350-8341, Option 1, with questions about completion of this form or processing of your rebate request.