

INSTRUCTIONS FOR RESIDENTIAL IMPROVEMENT REBATE APPLICATION

Applicant Information - Required

Note: We cannot process a Residential Improvement Rebate without this information:

Applicant name, address, and contact information. The rebate check will be mailed to the address provided on the application. An incomplete or incorrect address will result in lost or returned refund checks.

The internal verification process includes ownership of the property. If the applicant is not the property owner on record, make sure the application is signed by the owner where indicated and also have him/her print their name.

Please check all that apply under the section for eligibility verification.

A signature is *required from the applicant* - unsigned rebate applications will not be processed.

If the applicant is not the property owner, a signature is *also required* from the property owner.

Eligibility

Requests for rebate of fees may be submitted for:

- Building, Mechanical, Electrical, and Plumbing Permits
- Revisions

Eligibility:

- Improvements must have been completed and received a final inspection within one year of Permit issuance.

Fees Not Eligible for Rebate:

- Permits issued for illegal construction, unless used to correct such.
- Other permit types (Engineering, Water & Sewer, Fire, etc.)

Processing

Rebate processing time will vary, but may take 4 to 6 weeks from the date the application is received.

Blank rebate application forms may be downloaded from our website at: <http://www.tempe.gov/city-hall/community-development/development-services/applications-forms>

Please contact Community Development at (480) 350-4311 with any questions about completing this form or about the processing of your rebate application.

Please see reverse to complete application

Rev. 4/6/16