

Rebate application checklist

Use this checklist to keep track of the submission requirements for your Home Insulation Program rebate. Please reference the application number below if you need to make an inquiry about your application.



Application no.

Manitoba Hydro account no.

DATE	✓	STEPS
Step 1 – Qualify		
		Complete and sign the application form with a participating contractor or retailer. They'll submit your application for approval and advise when it is approved. Hold onto the Customer Copy portion of your application.
		Do not purchase any materials or begin the work (including removal of insulation) before your application is approved. A site inspection may be required for approval.
Step 2 – Insulate		
		Once your project is approved, you can purchase your materials and begin the work.
Step 3 – Get your rebate		
		Once all the approved work is done, complete your original application form and calculation schedule with the purchase date, installation date and any changes to the scope of the project.
		<p>Within 30 days of completion:</p> <ul style="list-style-type: none"> • Mail the updated original application form and calculation schedule (2 pages) with original invoices/receipts to Manitoba Hydro. <p>Invoices/receipts must include:</p> <ul style="list-style-type: none"> • The date and the contractor/retailer's name • Your name and the address where the work was done • Quantity and type of insulation installed (manufacturer, product type) • Cost of materials (separate from labour charges) • Proof of payment (e.g. a PAID stamp on the invoice)
		A site inspection may be required to verify that the approved work has been completed.
		Manitoba Hydro will process your application and rebate. Rebate payment may take up to 12 weeks.

For more information, call **204-480-5900** (Winnipeg) or **1-888-624-9376** toll free. You can also visit hydro.mb.ca/hip or email us at homeinsulationprogram@hydro.mb.ca.

