



2025 HVAC Tune-up

Information and Rebate Form

When was the last time you had your home's HVAC system tuned up? If it has been a few years, now is the time to have an HVAC contractor inspect, service, and clean your system. Typically, tune-ups on cooling systems that have been neglected for a few years may provide energy savings of 5% to 15%. Just as a tune-up for your car can improve gas mileage, a yearly tune-up of your cooling system can improve efficiency and comfort. Plus, an annual tune-up can increase the life of the system.

Cotton Electric is offering a rebate not to exceed \$50 per home (50% of the cost of your tune-up, excluding repairs, not to exceed \$50) for members who get a tune-up for their HVAC system between April 1 and June 20. The co-op will extend the rebate to include 50% the cost of annual maintenance contracts on heat pump systems, excluding repairs and not to exceed \$75. In order to qualify, members must follow the guidelines below:

Guidelines:

1. Must be a Cotton Electric Cooperative member. Residence must be served by Cotton Electric.
2. Rebate is not available for homes newer than one year.
3. A completed Rebate Application is required. The application is two pages.
4. Application must be signed and dated by both the member and a licensed and bonded HVAC contractor.
5. Member must submit a dated, itemized invoice as proof of service completion from a qualified contractor. A copy of the annual contract must be submitted showing at least two scheduled maintenance checks, if applicable. ***Failure to provide required information will result in denial of rebate.***
6. Rebates are awarded on a first-come, first served basis until program funds have been depleted.
7. Rebate not valid on gas-fired furnaces.
8. Rebate limited to one tune-up annually per home
9. HVAC tune-ups must be completed between April 1 and June 20, 2025. Rebate applications must be received by June 30, 2025.

Tune – Up Checklist:

Tune-ups must be performed by qualified service professional and must include the following criteria.

- ☐ Check and correct unit's refrigerant pressure and tubing
- ☐ Check thermostat settings, wiring, and other electric parts and connections
- ☐ Inspect air filters
- ☐ Test AC and furnace starting capabilities
- ☐ Test safety controls
- ☐ Clean and adjust blower components
- ☐ Measure temperature difference
- ☐ Measure volts/amps on AC and furnace
- ☐ Lubricate all applicable parts
- ☐ Check temperature calibration and adjust if needed
- ☐ Check AC evaporator coil and clean if necessary
- ☐ Clean AC condenser coil
- ☐ Clean AC condensate drains
- ☐ Check thermostat operation



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Pre-Cooling Season HVAC Tune-up Rebate Form

Certain restrictions apply. Please see guidelines.

Rebate Process:

1. Select a licensed and bonded HVAC contractor. CEC recommends getting at least 2 or 3 bids.
2. Complete the pre-season cooling tune-up.
3. Submit the following application with signatures from both the member applying for the rebate as well as the HVAC contractor, along with a copy of the invoice showing the date of work completed and all criteria for tune-up being performed.
4. Rebate (50% of the total cost of the tune-up up not to exceed \$50 per home) or (50% of the cost of the annual maintenance contract, excluding repairs, not to exceed \$75 per home) will be mailed to the member if all criteria are met. Rebates can be submitted either by mail to 226 N. Broadway, Walters, OK 73572 or in person at the Walters office or 1101 W. Oak in Duncan.

Member Information:

Name: _____

Member Account #: _____

Service Address: _____

City, State Zip _____

Email: _____

Daytime Phone: _____

I, the undersigned member, understand that the requirements set forth in the rebate program guidelines must be met in order to qualify for the rebate payment. Cotton Electric is not responsible for the heating and/or cooling systems' performance or energy savings, and does not provide any warranties or guarantees, expressed or implied.

Signature of Member

HVAC System Info (Completed by contractor)

Manufacturer: _____

Size: _____

Age: _____

Contractor Information:

Company: _____

Name of Technician: _____

Phone: _____

Address: _____

City, State, Zip _____

Date of Service: _____

Signature of HVAC Contractor