

Date _____

From: _____ (Rebate Applicant's Full Name)

_____ (Street Address and Unit #)

_____ (City, State and Zip Code)

To: _____ (HOA Name)

_____ (Street Address)

_____ (City, State and Zip Code)

_____ (Utilities Account Number)

_____ (Contact & Phone Number)

Subject: Homeowners Association (HOA) Credit Letter

The applicant named above intends to participate in Colorado Springs Utilities Efficiency Rebates Program. Because the Colorado Springs Utilities utilities account is in the HOA's name, the applicant cannot receive the credit. Instead, the applicant would like to have the credit from the approved rebate(s) applied to the HOA's utilities account and make arrangements with the HOA for application of the credit.

This HOA Credit Letter is a required document that must be submitted with the applicant's rebate application. The purpose of this letter is to obtain approval from the appropriate HOA member who may authorize the applicant's rebate credit to be placed on the HOA's utilities account. This letter also serves as an agreement between the applicant and the HOA which states the applicant will receive credit for the approved rebate amount after the credit is applied to the HOA's utilities account. It is the responsibility of the HOA and the applicant to determine how and when the applicant will receive the credit.

If the applicant and HOA agree to the terms and conditions in this HOA Credit Letter, please complete the letter. The applicant must submit this letter if he/she is requesting the approved rebate amount be placed on the HOA's utilities account.

I, _____, the above named applicant authorize my approved rebate credit to be applied to the HOA's utilities account named above.

_____ Date: _____
Applicant's Signature

I, _____, a duly authorized member of the HOA named above, approve the applicant's request to place the approved rebate amount on the HOA's utilities account. I also agree to make arrangements with the applicant so the applicant receives credit for the approved rebate amount.

_____ Date: _____
HOA Authorized Representative Signature

-----This Section for Colorado Springs Utilities Use Only-----

The applicant named above was approved for a \$_____ rebate on _____ (date). This rebate amount was placed on the above named HOA's utilities account on _____ (date).

_____ Date: _____
Springs Utilities Authorized Representative Signature

A copy of this HOA Credit Letter was mailed to the applicant and HOA at the addresses provided in this letter on _____ (date). A copy of this letter was also filed with the applicant's approved rebate application.

_____ Date: _____
Springs Utilities Employee Signature