

**DO NOT BEGIN YOUR TOILET PROJECT UNTIL YOU RECEIVE A PRE-INSPECTION AND A NOTICE TO PROCEED FROM THE WATER CONSERVATION OFFICE**

**HOW TO APPLY**

- **The quickest and most secure way to submit is online at [ScottsdaleAZ.gov](https://www.scottsdaleaz.gov), search “rebates”**

- A confirmation email is sent following an online submission. If no confirmation is received within 24 hours and the spam folder was checked, assume the application was not successfully submitted and reapply. Alternatively, this application form may be printed, completed, and mailed to:

Water Conservation Rebates  
9312 N 94th St  
Scottsdale, AZ 85258

- When a paper application is received, it is entered into the online application system and a confirmation email is sent to the applicant. If there was no city contact after four weeks, call 480-312-5650 to verify the paper application was received.
- Submitted documentation is not returned.
- If this form is printed, scanned, and emailed to [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov) it is entered into the online application system and a confirmation email is sent to the applicant.
- Regardless of submission type, save the confirmation email as proof of application.

**IMPORTANT INFORMATION**

- Applications will be accepted starting May 6, 2024 with rebate fund disbursement starting July 1, 2024. Conservation will process complete applications on a first-come, first-serve basis, unless it is past the application deadline or funds are depleted.
- Applications are complete when all required information is on an application form and documents are received, signed, and legible.
- Applications are incomplete if the required information or documentation is missing or illegible. A one-time notification will be sent to the email provided on the application. Upon submission of the missing information, the application is considered complete and eligible for processing.

- Once approved, rebates are applied as a credit to the active water account within two billing cycles. Rebate credits are not applied to closed utility accounts or transferred to a different account. Applicants should verify that all rebates have been approved and applied prior to closing a utility account or transferring an account to a tenant.

**IMPORTANT DATES & EXTENSION**

- **Toilets purchases made before the rebate program began on May 6, 2024 are ineligible.**
- It is up to the applicant to track deadlines. The application must be submitted between May 6, 2024 and March 31, 2025 and the project **Completion and Notification Deadline is April 30, 2025**. Small projects (up to 10 toilets) must be completed by the deadline.
- For large projects (11 or more toilets) an extension may be granted if a Notice to Proceed was issued and funds are available. To request a four-month extension, contact Conservation before **April 15, 2025**. An official extension approval will be sent to the email address listed on the application. One extension per property. Save the confirmation email.
- Verbal extensions are not valid. If you believe you received a verbal extension or have not received your approval email within two weeks from your submitted request, contact Conservation.
- If toilets are not purchased, applicants can reapply in the next rebate program year.

**RENTAL PROPERTIES**

- Applicants (current property owner or HOA board president) may designate a single appointee in writing (property manager, committee member, etc.) to act as a liaison with Conservation staff. The applicant or appointee is the official point of contact during the rebate process.
- Owners of multiple properties may apply for rebates for each property. However, rebates are property specific and applied as a credit to the active water account associated with the location where the installation occurred. If the owner does not live on-site or is not listed on the active water account, it is the owner’s responsibility to coordinate inspections and rebate funds with the tenant(s).

**TAX INFORMATION AND IRS FORM W-9**

Applicants receiving more than \$600 for rebates in a calendar year must submit a [W-9 form](#). The W-9 must be received and dated in the same year the rebate credits are issued. An inaccurate or incomplete W-9 may result in an issued rebate being revoked. If a W-9 is required, Scottsdale will send 1099 forms to customers after December 31<sup>st</sup> each year. For more information on rebate credits, contact a tax professional.

**DO NOT DUPLICATE AND DISTRIBUTE THIS FORM (5/6/2024, V1)**

APPLICANTS MUST COMPLY WITH THE CURRENT APPLICATION AT [SCOTTSDALEAZ.GOV](https://www.scottsdaleaz.gov) SEARCH “REBATES”

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**DO NOT RELY ON STORE WEBSITES, PACKAGING OR PRODUCT PICTURES FOR WATERSENSE ELIGIBILITY. ALWAYS UTILIZE WATERSENSE'S [PRODUCT SEARCH](#) TO VERIFY YOUR PRODUCT'S ELIGIBILITY.**

Lists are periodically updated, and eligibility may change. If you are unsure, call the WaterSense helpline toll free at 866-987-7367 or email [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov).

### TOILET REQUIREMENTS FOR SMALL AND LARGE PROJECTS

- **Select WaterSense labeled toilet(s).** Toilets must be WaterSense labeled by the EPA.
  - ◇ Different toilet tanks and bowls can be combined to create a unique product. Verify the toilet tank and bowl combination is WaterSense labeled on the EPA's [product search](#).
  - ◇ Some ADA toilets are not WaterSense labeled (ex. Toto Drake Two-Piece 1.6 GPF ADA compliant toilet). Verify the product is WaterSense labeled on the EPA's [product search](#).

### SMALL PROJECTS (UP TO 10 TOILETS) APPLICATION PROCESS

1. **Apply for a rebate and submit the required information listed below.** Altered or mis-represented receipts or photos will be considered fraudulent, and the rebate will be denied.
  - a. A document listing:
    - The number of toilets currently on the property by type (e.g., tank toilets, flush-valve toilets)
    - The number of toilets being replaced by type (e.g., tank toilets, flush-valve toilets) and model number
  - b. Itemized receipt or invoice must show:
    - Purchase date on or after May 6, 2024
    - List the make and model or SKU
    - Show the cost of each item (ask your vendor for a revised invoice if labor, parts, etc. are in one sum)
    - If your receipt has many items ensure rebated devices and any associated components are highlighted
  - c. Post-installation photo for each toilet
2. **The rebate is a credit applied to the active water account within two billing cycles.** Rebate credits stays on the account until depleted. Look for your rebate on your utility billing statement.

### LARGE PROJECTS (11 OR MORE TOILETS) APPLICATION PROCESS

1. **Apply for a rebate and submit the required information listed under Small Projects step 1a. above.**
2. **Conservation will request a pre-inspection meeting** (on-site, phone, or virtually depending on project scope) using the email address or phone number listed on the application. Selected toilets eligibility will be reviewed—be sure to have the toilet's make and model information available.
3. **Conservation will send a Notice to Proceed email to the applicant** after the selected toilets are approved and the pre-inspection is complete.
4. **Begin the project and install the toilets.**
5. **Upon project completion, use the secure link found in the Notice to Proceed email to upload:**
  - Itemized invoice/receipt (as listed under Small Projects step 1. b.).
  - Conservation may request a cancelled check as proof of purchase for large projects.
  - A completed and signed [W-9](#) (if the rebate total is \$600 or more in a calendar year).
6. **Conservation will request an on-site final inspection.**
  - From date of notification by customer of project completion, Conservation has up to three business weeks to schedule a final inspection.
  - On-site inspections will take place during normal business hours. An inspector will call the number provided on the application to arrange an on-site inspection.
7. **The rebate is a credit applied to the active water account within two billing cycles.** Rebate credits will stay on the account until depleted. Look for your rebate on your utility billing statement.

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**ELIGIBILITY**

- **Purchases made before the program began on May 6, 2024 are ineligible.** No exceptions.
- Property must receive water or sewer services from Scottsdale Water.
- Toilet rebates are limited to 100 per property per year or up to the number existing on the property, whichever is less after June 30, 2016.
- Replacement toilets must be WaterSense labeled.
- All pieces must be in new condition and not reconditioned/refurbished or purchased after-market.
- New construction is ineligible.

**REBATE AMOUNT**

Rebates are only for the cost the toilets (installation, parts, tax, shipping etc. excluded) with a maximum of:

- Tank toilet (residential type), up to \$75
- Flushometer-valve toilet, up to \$250

Flush Tank



Flush Valve



[\*\*CLICK HERE TO APPLY ONLINE\*\*](#)

WATERSENSE PRODUCT	REBATE AMOUNT PER UNIT	LIMIT PER PROPERTY	LIMIT PER YEAR	APPLY BETWEEN	COMPLETION & NOTIFICATION DEADLINE	REQUIRED SERVICE	DOCUMENT OF SELECTED TOILETS & NUMBER INSTALLING INCLUDED?	ACKNOWLEDGE A <a href="#">W-9</a> MAY BE REQUIRED AT PROJECT COMPLETION?
TANK TOILET	COST, UP TO \$75	NUMBER ON PROPERTY	100	5/6/24 AND 3/31/25	4/30/25	WATER OR SEWER	<input type="checkbox"/> YES	<input type="checkbox"/> YES
FLUSHOMETER-VALVE TOILET	COST, UP TO \$250	NUMBER ON PROPERTY						

NAME ON ACCOUNT	SCOTTSDALE UTILITY NUMBER
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PROPERTY ADDRESS	ZIP
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CONTACT NAME	CONTACT TITLE
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CONTACT EMAIL	CONTACT PHONE
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I HAVE READ AND UNDERSTAND THE PROGRAM DESCRIPTION AND REQUIREMENTS ON PAGES 1, 2 AND 3. I UNDERSTAND PHOTOS MAY BE ACCEPTED IN PLACE OF AN INSPECTION; HOWEVER, I AGREE TO ALLOW ON-SITE INSPECTIONS AS REQUESTED.

SIGNATURE:	DATE:
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