

City of Tempe  
 Community Development  
 Building Safety  
 480-350-4311  
 www.tempe.gov

# RESIDENTIAL IMPROVEMENT REBATE APPLICATION



Rec. By: \_\_\_\_\_ Date: \_\_\_\_\_

### Applicant Information - Required

<b>Applicant Name:</b>	<b>Telephone 1:</b> (     )	
<b>Address where improvements were made:</b>	<b>Telephone 2:</b> (     )	
<b>Applicant's mailing address (if different from above):</b>	<b>Email:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip:</b>

### Permit or Activity Number, Issued/Final Date, Valuation for Rebate Requested

City Use Only—Line Item Total

Permit Number(s)	Issued Date	Final Date	Plan Review Fee Amount	Permit Fee Amount	Total Amount	City Use Only
						Staff Approval

### Rebate Program Info

\* How did you hear about the Rebate Program? \_\_\_\_\_

\* Have you used the Rebate Program before?  yes  no

### Eligibility Verification Required

<b>Applicant Signature:</b>	<b>Date:</b>
<b>Property Owner Printed Name:</b>	<b>Contact Number (REQUIRED FOR REBATE):</b>
<b>Property Owner Signature (Required if applicant is not the owner):</b>	<b>Date:</b>

### For City Use Only

Total Rebate Amount: _____	Requisition Stamp:
Ownership Verification: _____ Date: _____	
<b>Building Official or Designee:</b>	
<b>Date:</b>	
<b>Processed By:</b>	
<b>Date:</b>	
<b>Accela Automation Updated:</b>	

**Please see reverse for eligibility, instructions and submittal information**

# INSTRUCTIONS FOR RESIDENTIAL IMPROVEMENT REBATE APPLICATION

## Applicant Information - Required

### Required Information For Processing Residential Improvement Rebate Application:

- Complete Application
- Applicant Name
- Address of project
- Rebate applicant address of person receiving rebate check
- A signature from applicant
- Signature of owner (if different from applicant)

**Note:** The rebate check will be mailed to the rebate applicant address provided on the application.

**\*\* An incomplete or incorrect address will result in lost or returned refund checks.**

**\*\*Incomplete rebate applications will not be processed**

## Eligibility

### Eligibility:

- Improvements must have been completed and received a final inspection approval within one year of permit issuance.
- Rebate application must be received by the city within 60 days of the final inspection approval date.

### Fees Not Eligible for Rebate:

- Planning
- Water & Sewer – permits for work within public right of way i.e. WATSEW
- Fire

**Note:** 50% of the building permit and plan review fees for improvements that were permitted due to a notice of violation order may be rebated providing;

- The building permit is obtained within 90 days of receiving the notice of violation
- The permit receives a final inspection approval within 120 days of permit issuance date
- Rebate application is received by the city within 60 days of final inspection approval

## Processing

Rebate applications may be submitted by email to [rebate@tempe.gov](mailto:rebate@tempe.gov).

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

Blank rebate application forms and a brochure for more information 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 the rebate application process.

**Please see reverse to complete application**