



Community Development Department
P.O. Box 5002
Tempe, AZ 85280

Residential Improvement Rebate Application

Rec. By: _____/Date: _____

Applicant Information - Required

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

Permit or Activity Number, Issued/Final date, Valuation for Rebate Requested	City Use Only—Line Item Total
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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

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

For City Use Only

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

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 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.