

Instructions

This form must be completed and signed if you are a property owner, landlord, property management company or homeowner association not listed on the account where qualified equipment was installed or services performed and you would like the incentive check(s) to be made payable to you. This form must also be submitted if you are the property owner and would like to assign payment either to a homeowner (if different than account holder) or a contractor.

Third party entities should review and complete the appropriate option below and submit the completed addendum and all required documentation with the incentive application for verification.

Need help completing this form? Call 1-855-805-7231 for assistance.

Option 1: For property owners, landlords and homeowners not listed on account

Instructions

Property owner or landlord must complete the information below and provide a copy of the current property tax record clearly showing the following:

- Date of report
- Property's physical address (must match installation address below and on incentive application)
- Full name of property owner/landlord (Individual or business; must match name printed below)

If the property tax records show the owner of the property to be a business, a completed and signed W-9 (www.irs.gov/pub/irspdf/fw9.pdf) must also be submitted.

Installation address

Name on account: _____

Installation address: _____ City: _____ State: _____ Zip: _____

Property owner/ landlord information

Individual or business name: _____

Business representative (if applicable): _____

Mailing address: _____ City: _____ State: _____ Zip: _____

E-mail address: _____ Daytime phone number: _____

Completed W-9 attached (if payment is to be made payable to a business): Yes No

(Optional) I would like to make the incentive payable to homeowner listed below: Yes No

Homeowner information (if different than property owner, such as some mobile homes)

Individual or business name: _____

Business representative (if applicable): _____

Mailing address: _____ City: _____ State: _____ Zip: _____

E-mail address: _____ Daytime phone number: _____

Completed W-9 attached (if payment is to be made payable to a business): Yes No

Property owner/ landlord certification

I hereby certify that all information is accurate, including the claims of customer and equipment information and property ownership. I have read all terms and conditions on the applicable Home Energy Savings program incentive application and acknowledge that Pacific Power may verify all the information provided.

Signature: _____ Date: _____

Option 2: For property management companies

Instructions

Property management companies can verify or update their existing landlord accounts or create new landlord accounts by calling Pacific Power customer service at 1-888-221-7070.

If there are individual tenant units not on an existing landlord account, you as a property management company can still direct payment to you by completing the information below and providing a letter from the current Pacific Power account holder authorizing incentive payment to the property management company and a completed and signed W-9 (www.irs.gov/pub/irspdf/fw9.pdf) must also be submitted.

Installation address (Attach list of additional individual account holders and installation addresses)

Name on account: _____

Property name: _____

Installation address: _____ City: _____ State: _____ Zip: _____

Property management company information

Property management company name: _____

Representative name: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

E-mail address: _____ Daytime phone number: _____

Completed W-9 attached: Yes No

Signed letter from account holder attached: Yes No

Property owner/ landlord certification

I hereby certify that all information is accurate, including the claims of customer and equipment information and property ownership. I have read all terms and conditions on the applicable Home Energy Savings program incentive application and acknowledge that Pacific Power may verify all the information provided.

Signature: _____ Date: _____

Option 3: For homeowner associations

Instructions

Homeowner association representative must complete the information below and provide a copy of the official registration of the Homeowners Association with the state and a completed and signed W-9 (www.irs.gov/pub/irspdf/fw9.pdf).

Installation address (Attach list of additional individual account holders and installation addresses)

Name on account: _____

Installation address: _____ City: _____ State: _____ Zip: _____

Homeowner association information

Homeowner association name: _____

Representative name: _____ Homeowner association number: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

E-mail address: _____ Daytime phone number: _____

Completed W-9 attached: Yes No

Property owner/ landlord certification

I hereby certify that all information is accurate, including the claims of customer and equipment information and property ownership. I have read all terms and conditions on the applicable Home Energy Savings program incentive application and acknowledge that Pacific Power may verify all the information provided.

Signature: _____ Date: _____

Option 4: For assigning payments to contractor

Instructions

Account holders have the option of completing the Third Party Payment Addendum for assigning payments to a contractor by completing the information below. The account holder and the contractor must both authorize incentive payment and the contractor must submit a completed and signed W-9, unless already submitted during trade ally enrollment (www.irs.gov/pub/irspdf/fw9.pdf).

Installation address

Name on account: _____

Property name (if applicable): _____

Installation address: _____ City: _____ State: _____ Zip: _____

Contractor Information

Contractor name (must match contractor's submitted IRS Form W-9) _____

Mailing address: _____ City: _____ State: _____ Zip: _____

E-mail address: _____ Daytime phone number: _____

Completed W-9 attached: Yes No

Authorized Representative Certification

I hereby certify that all information is accurate, including the claims of customer and equipment information and property ownership. I have read all terms and conditions on the applicable Home Energy Savings program incentive application and acknowledge that Pacific Power may verify all the information provided.

Account Holder Printed Name: _____ Signature: _____ Date: _____

Contractor Printed Name: _____ Signature: _____ Date: _____