

**DO NOT BEGIN YOUR WATER MANAGEMENT AND EFFICIENCY TECHNOLOGY 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 there is no contact within 24 hours, check your spam folder, and reapply if needed.
- 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.
- 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. If there was no city contact after three weeks, call 480-312-5650 to verify the application was received. Documents are not returned.

**IMPORTANT INFORMATION**

- 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 submitted, 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 applicant regarding the incomplete status.
  - Upon submission of the missing information, the application is considered complete and eligible for processing.
- Conservation will use the contact information listed on the application. The applicant is responsible for notifying Conservation of contact changes and for monitoring their email, voicemail, and regular mail.
  - Add [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov) to your safe senders list.
- Applicants should keep copies of all rebate documents and correspondence as proof of activities.

- 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.

**DATES AND EXTENSION**

- **Technology purchases and installations made before the rebate begins on July 8, 2026, are ineligible.**
- It is up to the applicant to track deadlines. The application must be submitted between July 8, 2026, and April 30, 2027, and the project Completion and Notification Deadline is May 31, 2027.
- If funds are available and a Notice to Proceed was issued, an extension may be granted. To request a three-month extension, contact Conservation before May 14, 2027. An official extension approval will be sent to the email address listed on the application. One extension per property.
  - 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 the technology was not purchased, applicants can reapply in the next rebate program year.

**APPLICANT**

- The applicant (current commercial property owner or HOA/POA board president) may name one representative in writing (such as a property manager or committee member) to work with Conservation staff. That representative—or the applicant—will be the program’s official point of contact for the rebate process unless the applicant submits a new representative in writing.
- Owners of multiple properties may apply for rebates at each property. Rebates are property specific and credits are applied to the active water account associated with the installation.

**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.

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## QUALIFYING PROJECT LIST

**Rebated equipment and/or devices must have a minimum life expectancy of five years.**

1. **Remote read cooling tower controllers;** these should integrate with the property's building management system or show proof of real-time usage alert capabilities to appropriate caretaker(s).
2. **Water and leak monitoring and detection hardware and associated technology.** May include hardware or software for a leak monitoring service but will not include on-going monitoring subscription fees or software costs.
3. **Sub-meters and associated technology.** The size and number of qualifying submeters will be based on the scope of the project (e.g. number of residential units on the property or number of specialized water-using equipment such as cooling towers).
  - a. Sub-metering projects must have a centralized monitoring component with real-time reads and usage alert capabilities. Systems that rely on occasional or non-automated monitoring are not eligible (e.g. manual reads).
  - b. Permanent (in-line) sub-meters must meet or exceed American Water Works Association (AWWA) and NSF International (NSF/ANSI 61) standards.
  - c. Scottsdale Water recommends customers interested in sub-meters interview sub-metering companies and/or find appropriate software to read and manage the sub-metered network. Scottsdale does not have a recommended provider list.
4. **Irrigation control system with controller, master valve, and flow sensor.** Controller must have automated leak shut-off capabilities, flow monitoring, alerts, and associated technology. Irrigation system must be leak free prior to final inspection.
5. **Unlisted/other water management and efficiency technology must:**
  - a. Have a piece of technology or part of a technological system that is designed to track or monitor water use for a specific piece of equipment or unit that is part of a commercial facility.
  - b. Incorporate a platform to view water consumption and usage alerts or the ability to tie into an existing building management or similar system as appropriate.

## APPLICATION PROCESS & REQUIREMENTS

1. **Apply for a rebate and upload the required documents**
  - Written water conservation goal(s).
  - Scope of Work.
  - Selected hardware (may include manufacturer's rated specifications; third-party case study that includes estimated water savings; or completing a water audit through Scottsdale's commercial audit program to determine project savings potential) and project life-expectancy.
  - Estimated project costs/bid.
2. **Conservation will request a pre-inspection meeting** (on-site, phone, or virtually depending on project scope) using the email address listed on the application. Project must have reasonable water conservation/efficiency benefits and is subject to Conservation's approval.
3. **Conservation will send a Notice to Proceed (NtP)** to the applicant after the application and required documents are received and the pre-inspection is complete.
4. **Begin the project and install device(s).**
5. **Notify Conservation at [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov) of project completion.**
  - Project completion is defined as having all water monitoring equipment (hardware and software, if applicable) installed and proof of real-time usage alert capabilities to appropriate caretaker(s).
6. **Conservation may request a post-inspection** of the installed devices and/or may request screenshots of building management system setup, device dashboards, or monitoring process (if applicable) to confirm devices are active.
7. **Use the secure link in the NtP to upload an itemized invoice** for project hardware costs (minus taxes), **proof of payment (ex. canceled check)**, and a **completed and signed W-9** to **Conservation**. Altered or mis-represented receipts or invoices will be considered fraudulent, and the rebate will be denied.
  - The approved rebate is a credit applied to the active water account within two billing cycles. Credits stay on the account until depleted. Look for the rebate on the utility billing statement.

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### ELIGIBILITY & REBATE REQUIREMENTS

- Technology purchases made before the program began on July 8, 2026, are ineligible.
- Property must receive water services from Scottsdale Water. No new construction.
- Project must have reasonable water conservation/efficiency benefits and is subject to Conservation’s approval.
- All pieces must be in new condition and not reconditioned/refurbished or purchased after-market.

### REBATE AMOUNTS

Rebate Option 1 and 2 are mutually exclusive, select the best option for the property. A property can receive up to a total of \$20,000 in water management and efficiency technology rebates.

#### Option 1

- Rebate is 50% of the qualifying device(s) cost (tax & shipping excluded) and 25% of labor, up to \$10,000.
- One water management and efficiency technology rebate per fiscal/rebate program year per property.
- Allows up to **two** Option 1 rebates per property.
  - *If you are planning to purchase a residential-style water monitoring device or other small-scale solution equipment, the limit of two will apply regardless of rebate amount.*

#### Option 2

- Rebate is 50% of the qualifying device(s) cost (tax & shipping excluded) and 25% of labor, up to \$20,000.
- **One** Option 2 rebate per property.

 [CLICK HERE TO APPLY ONLINE](#)

Apply Between	Completion & Notification Deadline	Required Service	Rebate Limit	Pre-inspection & Notice to Proceed is required prior to project start	Option 1 or Option 2	Estimated Project Cost	Qualifying Project Technology Selected (1 – 5)	A W-9 is required at Project Completion
7/8/2026 - 4/30/2027	5/31/2027	Water	\$20,000	<input type="checkbox"/> Acknowledged	#	\$	#	<input type="checkbox"/> Acknowledged
NAME ON ACCOUNT							SCOTTSDALE UTILITY ACCOUNT #	
PROPERTY ADDRESS							ZIP	
CONTACT NAME							CONTACT TITLE	
EMAIL							PHONE	
<input type="checkbox"/> 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 FOR ON-SITE INSPECTIONS AS REQUESTED.								
SIGNATURE:						DATE:		

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