

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, 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 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 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 31st 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, normally – closed 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 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	☐ Acknowledged	#	\$	#	☐ Acknowledged
NAME ON ACCOUNT							SCOTTSDALE UTILITY ACCOUNT #	
PROPERTY ADDRESS							ZIP	
CONTACT NAME							CONTACT TITLE	
EMAIL							PHONE	
☐ 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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