

**DO NOT BEGIN YOUR IRRIGATION CONTROLLER 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.
- 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**

- **Controller purchases made before the rebate program began 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. Small projects (up to five controllers) must be completed by the deadline.
- For large projects (six or more controllers) an extension may be granted if a Notice to Proceed was issued and funds are available. To request a three-month extension, contact Conservation before May 14, 2027. An official extension approval will be sent to the applicant. 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 controllers are 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 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.

**DO NOT DUPLICATE AND DISTRIBUTE THIS FORM (7/8/2026, V1)**Applicants must comply with the current application at [ScottsdaleAZ.gov](https://www.scottsdaleaz.gov) search “rebates”

## APPLICATION PROCESS

- 1. Select WaterSense labeled irrigation controller.** Controller(s) must be WaterSense labeled and listed on the EPA's WaterSense [product search](#). Some irrigation controllers, such as Irritrol's Rain Dial R Series, require additional plug-in components to become WaterSense labeled. Check if additional components are required through the EPA's [product search](#).
  - Do not rely on store websites, packaging or product pictures for WaterSense eligibility. If you are unsure, call the WaterSense helpline toll free at 866-987-7367 or email [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov).
  - Per the Irrigation Association's recommendation, sites with less than 40% irrigation efficiency are recommended to fix the irrigation issues before installing new irrigation controllers. Sites with less than 40% irrigation efficiency may be temporarily denied for an irrigation controller rebate until the irrigation inefficiencies are corrected.
  - Conservation staff strongly encourage the use of WaterSense labeled irrigation controllers that have a frequency adjustment function. This programming is the most compatible with our desert environment, soil type, and rainfall patterns.
  - The property must have internet access for its selected smart controller(s) when the controller is designed to receive weather data through the internet.
- 2. Apply for a rebate and submit required documents**
  - A map of the property with the location of all existing irrigation controllers and note which ones are being replaced. May use Google Maps or email [Conservation](#) for an aerial view of your property.
  - Documentation of selected WaterSense irrigation controllers (a written statement identifying the controller's make and model or website address to the manufacturer's specifications may suffice).
- 3. Conservation may request a pre-inspection meeting** (on-site, phone, or virtually depending on project scope) using the contact information listed on the application. Selected controller(s) eligibility, internet access, and the number of connected irrigation stations will be reviewed. Irrigation efficiency may also be evaluated.
- 4. Conservation will send a Notice to Proceed to the applicant** once the application and required documents are received and the pre-inspection is complete.
- 5. Begin the project and install the irrigation controllers.**
- 6. Notify Conservation of project completion via email.** If up to five irrigation controllers were installed, attach a photo of each controller after installation. Altered or mis-represented photos will be considered fraudulent, and the rebate will be denied.
- 7. Conservation may request an on-site final inspection.** On-site inspections are required when six or more controllers are installed.
  - Conservation has up to three business weeks to schedule a final inspection.
  - An inspector will call to arrange this on-site inspection during normal business hours.
- 8. Upload the invoice or receipt as proof of purchase and controller(s) cost** using the secure the link found in the Notice to Proceed or email documents to [Conservation](#).
  - Proof of payment may be an itemized invoice for project costs and proof of payment (e.g., canceled check). Altered or mis-represented invoices/receipts will be considered fraudulent, and the rebate will be denied. Receipt must show:
    - A purchase date on or after July 8, 2026.
    - List the make and model or SKU.
    - The cost of each item (installation, tax, shipping etc. must be itemized separately).
  - Submit the completed and signed [W-9](#).
- 9. The rebate is a credit applied to the active water account within two billing cycles.**
  - Rebate credits will stay on the account until depleted. Look for your rebate on the utility billing statement under BILLING SUMMARY. If you do not wish to leave the credit on the account, contact Utility Billing at 480-312-2461 and ask for the utility account balance.

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## ELIGIBILITY

- **Irrigation controller purchases made before the rebate program began on July 8, 2026, are ineligible.**
  - Property must receive water from Scottsdale Water.
  - Controller rebates are limited to 50 per property per rebate program year or up to the number existing on the property, whichever is less after June 30, 2016.
  - Replacement controllers must be WaterSense labeled.
    - Rebates are not available for only the additional plug-in components (i.e. pairing a new component with an existing, older irrigation controller). To be eligible, all pieces, including the controller, must be purchased together.
    - All pieces must be in new condition and not reconditioned/refurbished or purchased after-market.
  - Other controller pieces not required for WaterSense labeling, such as an associated rain sensor or outdoor enclosure, are also eligible if purchased with the controller.
  - No new construction.

## REBATE AMOUNT

- Rebates are only for the controllers and controller pieces when purchased together (installation, parts, tax, shipping etc. excluded) with a maximum of \$400 per controller. Rebate amount is based on the number of connected stations for the controller:
  - 1-12 stations: up to \$250 per controller
  - 13-16 stations: up to \$350 per controller
  - 17 stations or above: up to \$400 per controller

 [CLICK HERE TO APPLY ONLINE](#)

Apply Between	Completion & Notification Deadline	Required Service	Rebate Amount Per Unit	limit Per Year	A pre-inspection & Notice to Proceed is Required Prior to Project Start	Map Included?	A W-9 is Required at Project Completion
7/8/2026 and 4/30/2027	5/31/2027	Water	Cost, up to \$400	50	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> Yes	<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:	