

DO NOT BEGIN YOUR LARGE TOILET REPLACEMENT PROJECT UNTIL YOU RECEIVE A PRE-INSPECITON 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 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.
- 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

- **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 ten toilets) must be completed by the deadline.
- For large projects (eleven or more) 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 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 toilets 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 31st each year. For more information on rebate credits, contact a tax professional.

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Applicants must comply with the current application at [ScottsdaleAZ.gov](https://www.ScottsdaleAZ.gov) search “rebates”

DO NOT RELY ON STORE WEBSITES, PACKAGING OR PRODUCT PICTURES FOR WATERSENSE ELIGIBILITY. UTILIZE WATERSENSE'S PRODUCT SEARCH TO VERIFY YOUR PRODUCT'S ELIGIBILITY.

Lists are periodically updated, and eligibility may change. If you are unsure, call the WaterSense helpline toll free at 866-987-7367 or email WaterConservation@ScottsdaleAZ.gov.

TOILET REQUIREMENTS FOR SMALL AND LARGE PROJECTS

- **Select WaterSense labeled toilet(s). Toilets must be WaterSense labeled by the EPA.**
 - Different toilet tanks and bowls can be combined to create a unique product. Verify the toilet tank and bowl combination is WaterSense labeled on the EPA's [product search](#).
 - Some ADA toilets are not WaterSense labeled (ex. Toto Drake Two-Piece 1.6 GPF ADA compliant toilet). Verify the product is WaterSense labeled on the EPA's [product search](#).

SMALL PROJECTS (UP TO 10 TOILETS) APPLICATION PROCESS

1. **Apply for a rebate and submit the required information listed below.** Altered or mis-represented receipts or photos will be considered fraudulent, and the rebate will be denied.
 - A document listing:
 - The number of toilets currently on the property in high traffic areas by type (e.g., tank toilets, flush-valve toilets).
 - The number of toilets being replaced by type (e.g., tank toilets, flush-valve toilets) and model number.
 - Itemized receipt or invoice must show:
 - Purchase date on or after July 8, 2026.
 - List the make and model or SKU.
 - Show the cost of each item (ask your vendor for a revised invoice if labor, parts, etc. are in one sum).
 - If your receipt has multiple items listed, highlight rebated devices and any associated components.
 - Post-installation photo for each toilet.
2. **The rebate is a credit applied to the active water account within two billing cycles.** Rebate credits stays on the account until depleted. Look for your rebate on your utility billing statement.

LARGE PROJECTS (11 OR MORE TOILETS) APPLICATION PROCESS

1. **Apply for a rebate and submit the required information listed under Small Projects step 1a. above.**
2. **Conservation will request a pre-inspection meeting** (on-site, phone, or virtually depending on project scope) using the contact information listed on the application. Selected toilets eligibility will be reviewed—be sure to have the toilet's make and model information available.
3. **Conservation will send a Notice to Proceed email to the applicant** after the selected toilets are approved and the pre-inspection is complete.
4. **Begin the project and install the toilets.**
5. **Upon project completion, use the secure link found in the Notice to Proceed email to upload:**
 - Itemized invoice/receipt (as listed under Small Projects step 1. b.).
 - Conservation may request a cancelled check as proof of purchase for large projects.
 - A completed and signed [W-9](#) (if the rebate total is \$600 or more in a calendar year).
6. **Conservation may request an on-site final inspection.**
 - 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.
7. **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 & REBATE REQUIREMENTS

- Purchases made before the program began on July 8, 2026, are ineligible.
- Property must receive water or sewer services from Scottsdale Water. No new construction.
- Only toilets in high traffic areas (e.g., common areas, lobbies, etc) are eligible for a rebate. Toilets designated for use by an individual or small group of people (e.g., in a hotel room, private residence, single office, etc) are not eligible for a rebate.
- Toilet rebates are limited to 100 per property per year or up to the number existing in high traffic areas on the property, whichever is less after June 30, 2016.
- Replacement toilets must be WaterSense labeled.
- All pieces must be in new condition and not reconditioned/refurbished or purchased after-market.

Flush Tank



Flush Valve



REBATE AMOUNT

Rebates are only for the cost the toilets (installation, parts, tax, shipping etc. excluded) with a maximum of:

- Flush tank toilet (residential type); cost, up to \$75 per toilet.
- Flushometer-valve toilet; cost, up to \$250 per toilet.

[CLICK HERE TO APPLY ONLINE](#)

WaterSense Toilet Product	Rebate Amount Per Unit	Limit Per Property	Apply Between	Completion & Notification Deadline	Required Service	Submitted Document of selected toilet & number installing?	A W-9 is required may be required at Project Completion
Flush tank	Cost, up to \$75	100 Per year or up to the number on property in high traffic areas	7/8/26 and 4/30/27	5/31/2027	Water or sewer	<input type="checkbox"/> Yes	<input type="checkbox"/> Acknowledged
Flushometer-valve	Cost, up to \$250					<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:			

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