



REBATE PAPERWORK CHECKLIST

Name: _____

Site Address: _____

Please check that you have completed and included the following items in your submission:

- | | |
|--|---------------|
| ☐ Completed RainWise Rebate Form | P |
| ☐ Signed Property Owner Agreement or Large Facility Agreement for projects over 3,000 sq ft | P |
| ☐ Vendor Payment Option (VPO) Form
<i>Only required if property owner and contractor have agreed upon this payment method.</i> | P, C |
| ☐ Completed and signed W-9
<i>Request for Taxpayer Identification Number and Certification. This is required since a RainWise rebate can be viewed as income under federal tax law. Not required if using VPO.</i> | P |
| ☐ Signed Rain Garden and/or Cistern Warranty | C |
| ☐ Signed Statement of Rain Garden and/or Cistern Function | P, C |
| ☐ Signed Rockery Release Form
<i>Required if you have a rockery or wall.</i> | P |
| ☐ Signed Infiltration Test and Certification
<i>If changed from initial test.</i> | P or C |
| ☐ Approved Pre-construction Inspection Sheet or Notice of RainWise Project | C |
| ☐ Approved Post-construction Inspection Sheet | C |
| ☐ Final RainWise Rebate Calculator | C |
| ☐ Final Site Plan | C |
| ☐ Invoice from the contractor
<i>Invoice must include business name, address, and costs of installation and materials. NOTE: No rebate will exceed the total cost of the installation of the rain garden and/or cistern facilities.</i> | C |

Please verify the following item:

I have been shown how to maintain and operate my cistern and/or rain garden by my contractor and know where to find additional information on the RainWise website.

Signature: _____

Date: _____

Instructions

Use this checklist to keep track of the paperwork required for your RainWise rebate. All items, unless otherwise noted, *must* be included in the final packet for timely payment of your rebate.

On the right of the list, we have noted who is responsible for which documents:

- Property Owner (P)
- Contractor (C)

Include this checklist form on the front of your rebate package upon submission.

Questions?

If you have any questions regarding your rebate package or the specific items required, email us at rainwise@seattle.gov to be connected with a team member.