



Australian Government

**Department of the Environment,
Water, Heritage and the Arts**

Energy Efficient Homes Package

Low Emission Assistance Plan For Renters

Early installation guidelines

Version 1.2

The Australian Government's \$4 billion Energy Efficient Homes Package aims to improve the energy rating of Australian homes - cutting their energy waste, making them more comfortable and helping households save up to 40 per cent on their electricity bills.

The Low Emission Assistance Plan for Renters is a key part of this package. Under the program, assistance of up to \$1,000 is available to Eligible landlords or tenants for the installation of ceiling insulation in existing tenanted rental properties. Landlords can apply for multiple rebates if they own more than one rental property. Installing ceiling insulation can save a family approximately \$200 in electricity costs each year, as well as improving the comfort and value of their homes.

It is expected that approximately 700,000 rental households will benefit from this offer. Alongside the other elements of the Energy Efficient Homes Package, this initiative will result in almost all Australian homes operating at a minimum of two stars.

The Low Emission Assistance Plan for Renters will start on 1 July 2009 and will run until 30 June 2011. However, Eligible landlords/tenants can arrange installation before the program starts.

To drive employment, help the environment and boost the economy now, the Government is facilitating **early installation** for eligible households. This means Eligible landlords/tenants can arrange installation between 3 February 2009 and the commencement of the program on 1 July 2009, and claim a reimbursement of up to \$1,000 from the Australian Government. Reimbursement forms can be submitted from 1 March 2009, and applicants should allow eight weeks for processing.

These guidelines explain the **early installation** process, who is eligible and how to claim a reimbursement. Assistance is conditional on meeting all requirements outlined in these early installation guidelines.

Early Installation Guideline Updates

Version 1.0	26 February 2009	Initial guidelines
Version 1.1	27 March 2009	Technical clarifications. Key areas: <ul style="list-style-type: none">• Total R or material R-value.• Insulation installation and down lights.• Eligibility of products outside the scope of AS 3999.• One quote in rural and remote areas.
Version 1.2	4 June 2009	Technical clarifications. <ul style="list-style-type: none">• Description of phase 2 of the program• Clarification of proof of purchase required

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1. Low Emission Assistance Plan for Renters (LEAPR)

Overview

Why is the Australian Government providing this assistance to householders?

The Australian Government is investing \$4 billion in the Energy Efficient Homes Package to improve the energy rating of Australian homes – cutting their energy waste, making them more comfortable and helping households reduce their electricity bills by up to 40 per cent.

The Australian Government is providing assistance of up to \$1,000 to Eligible landlords/tenants for the installation of new ceiling insulation in existing rental properties. The Low Emission Assistance Plan for Renters will improve the energy rating of Australian homes, making them more comfortable and helping to reduce their electricity bills. At the same time it will cut household greenhouse gas emissions for the benefit of the environment.

Landlords can apply for multiple rebates if they own more than one rental property, and the assistance up to \$1,000 is available for each individual property application.

For most homes, insulation is the simplest, most effective and cheapest way to make a house more energy efficient, keeping it cooler in summer and warmer in winter. The benefits of insulation include additional comfort and savings of up to 40 per cent in heating and cooling bills. Insulation can also reduce condensation on walls and ceilings, leading to improved health outcomes.

The Government estimates that up to 40 per cent of Australian homes are not insulated. The assistance offered by the Low Emission Assistance Plan for Renters is specifically targeted at the installation of ceiling insulation in rental properties.

Early installation is available before the program starts

To boost employment and stimulate the economy now, the Australian Government is allowing early installation under the Low Emission Assistance Plan for Renters. This allows Eligible landlords/tenants to have ceiling insulation installed in tenanted rental properties now and claim a reimbursement of up to \$1,000.

Early installation

Eligible applicants will be able to seek reimbursements up to a maximum amount of \$1,000, if they:

- arrange for an installer (see section 3) to install ceiling insulation between 3 February 2009 and the start of the program on 1 July 2009; and
- meet the early installation application requirements set out in these early installation guidelines.

Applications can be submitted from 1 March 2009 and applicants should allow eight weeks for processing.

Start of the program

The full program will run from 1 July 2009 to 30 June 2011. Once it starts, eligible applicants will be able to have ceiling insulation installed and avoid having to make any payment, provided the cost of the installation is not more than \$1,000.

This booklet provides guidelines for early installation. Guidelines for the program itself will be available from mid 2009 on the Department of the Environment, Water, Heritage and the Arts' website at: www.environment.gov.au/energyefficiency or by calling 1800 808 571.

*Depending on the characteristics of the building shell and of the household's overall energy consumption patterns.

2. Program Eligibility Requirements - Early installation

In order to qualify for the assistance under the early installation process, applicants must fully comply with all the eligibility requirements set out in these early installation guidelines. The applicant may also be eligible for the Solar Hot Water Rebate. Please check the Solar Hot Water Rebate guidelines for eligibility. **Final decisions regarding eligibility will be made by the Australian Government.**

The Australian Government reserves the right to change the amount of the assistance provided or any other aspect of these early installation guidelines.

Applicant and Application Requirements

To be eligible to obtain the assistance for **early installation**, the applicant must either:

- be an Eligible landlord (see 'Definitions') of the dwelling where the insulation was installed at the time the insulation was installed; OR
- be an Eligible tenant (see 'Definitions') of a dwelling owned by an Eligible landlord with evidence of the landlord's permission (letter from landlord or landlord's agent) to install ceiling insulation in the property; and
- obtain the approval of the body corporate, if applicable; and
- be an Australian citizen or permanent resident aged 18 years or over; and
- be applying for reimbursement of the cost of purchasing and installing ceiling insulation installed between 3 February 2009 and the commencement of the program on 1 July 2009; and
- submit a correctly completed reimbursement application form attaching:
 1. a copy of the tax invoice and receipt for the purchase and installation of the ceiling insulation.
 2. a copy of two quotes[†] obtained that meet the specified quote requirements on page 7 of this booklet. Those who booked their installation between 3 February 2009 and the release of these early installation guidelines on 26 February 2009 are not required to submit two quotes, provided the insulation is installed by 31 March 2009. Insulation installed after 31 March 2009 will require two quotes.
- nominate a BSB number, bank account number and bank account name for the electronic payment of the assistance (these details can be found on your bank statement); and
- lodge the reimbursement application form within six months (184 days) of purchase and installation of the ceiling insulation; and
- arrange for the insulation to be installed by an installer (see section 3) who must correctly complete and sign the Installer Technical Compliance section of the reimbursement application form; and
- keep a copy of the completed reimbursement application form and the original quotes and proof of purchase documents (see important notices on page 9); and
- only apply for assistance under the program once (a single dwelling is only able to be insulated once under the program).

Product and Installation Requirements

Please note that the insulation installer is responsible for ensuring that the technical requirements are met and must confirm that these are met in the application form.

To be eligible to obtain the early installation assistance the ceiling insulation must:

- be installed in a dwelling that does not already have ceiling insulation or has ceiling insulation of negligible effectiveness (see 'Definitions'); and
- be installed between 3 February 2009 and the start of the program on 1 July 2009; and
- cover the entire ceiling area of the living space; and
- be new ceiling insulation material installed in an existing dwelling (not an extension or a new dwelling covered from 2003 onwards by mandatory thermal performance requirements for new housing under the Building Code of Australia); and
- be installed in Australia at a tenanted rental property; and

[†] If you live in a rural or remote area and are not reasonably able to obtain two quotes, you will be asked to certify this in your application.

- be installed by the owner or employee of a registered business (with an Australian Business Number) operating in the installation of thermal insulation. – see section 3; and
- be installed to the Australian insulation installation standard, AS 3999-1992 “Thermal insulation of dwellings – bulk installations – installation requirements”[‡] but substituting clause 4.2 (e) and figure 4.5 of that document, with clause 4.5.2.3 and figure 4.7 of the AS/NZS 3000:2007 wiring rules as minimum clearance distances from recessed luminaires, including down lights; and
- meet the insulation product standard - AS/NZ 4859.1:2002 (Amendment 1, Dec 2006) “Materials for the Thermal Insulation of Buildings” (as per codemark, conformance mark, label from packaging); and
- comply (as a minimum) to the specified R-value outlined in the following table for the climate zone where the dwelling is located, and the direction of heat flow.

Table 1: Program R-Value Requirements by Climate Zone

Climate zone (see climate maps at www.environment.gov.au/energyefficiency)	1	2 less than 300m altitude	2 300m altitude or more	3	4	5	6	7	8
Minimum R-value requirements The R-value can be either: 1. Material R-value OR 2. Total R-value approach outlined in the Building Code of Australia [§]	3.0	3.0	3.0	3.0	3.5	3.5	3.5	4.0	4.0
Direction of heat flow	Down		Down and Up		Up				

Material R-value is the declared R-value of the insulation product as tested according to AS/NZS4859.1. Material R-value is not the same as Total R-value. Total R-value includes the material R-value plus the thermal value of building elements and reflective air spaces. The assistance of up to \$1,000 is available for the variety of insulation materials, provided the other requirements listed above are met. For further information, please refer to the Frequently Asked Questions (FAQs) on the website www.environment.gov.au/energyefficiency.

Who is not eligible for early installation

Assistance will *not* be provided where:

- the insulation has been installed by someone who is not an authorised installer (see section 3); or
- the applicant is under 18 years of age; or
- the applicant is not an Australian citizen or permanent resident; or
- the applicant does not have the consent of the landlord if they are the tenant; or
- the dwelling where the ceiling insulation is installed is a new home, a rebuilt home or an extension to an existing home; or
- the dwelling where the ceiling insulation is installed is state or territory public housing and is owned by a state or territory government; or
- insulation has been installed in buildings that are not tenanted rental properties (for example where the dwelling is a holiday home or a semi-permanent building); or
- a correctly completed reimbursement application form was not submitted within six months of installation (184 days); or
- the ceiling insulation replaces existing ceiling insulation above what is deemed as having negligible effectiveness (see ‘Definitions’).

[‡] For products that fall outside the scope of the 1992 standard AS 3999, they must be installed in accordance of section 3.12.1.1 of the Building Code of Australia. If using this method, your installer is responsible for ensuring that the installation complies.

[§] If using the total R-value approach from the Building Code of Australia, the minimum R-value must still meet those of Table 1 above.

3. How to arrange early installation

To access assistance for early installation you will need to:

- read the early installation guidelines and carefully assess your eligibility.
- obtain two quotes from insulation installers who own or are employed by an authorised installer (see below for details). Each quote must include:
 - the insulation R-Value to be installed; and
 - the type of insulation material; and
 - the approximate area to be insulated (m²); and
 - a separate breakdown of product and installation costs; and
 - identifying business details including the business name, contact details and Australian Business Number.

(Multiple quotes containing this information are one way for you to ensure you are getting value for money in your insulation purchase. The quotes will also assist the Government to check that Australian householders received what they paid for.)

- arrange for the installation of the ceiling insulation by an authorised installer in accordance with their quote.
- upon purchase and installation of the ceiling insulation, submit a completed signed reimbursement application form (by post) ensuring that you:
 - attach a copy of the tax invoice and receipt for the purchase and installation of the new ceiling insulation (Please retain the original tax invoice and receipt. You may be asked to provide this in future); and
 - include copies of two quotes that meet the specified quote requirements outlined above; and
 - include the Installer Technical Compliance section of the form, completed by the installer; and
 - submit the reimbursement application within six months (184 days) of the installation of the new ceiling insulation.

Authorised installers

To be eligible for assistance, the ceiling insulation installation must be installed by the owner or employee of a registered business (with an Australian Business Number) operating in the installation of thermal insulation.

Upon commencement of the program on 1 July 2009, the Australian Government will be establishing a register of skilled insulation installers by region or location. The purpose of the register is to ensure those with appropriate skills and new entrants are available in sufficient numbers, and are skilled to deliver quality installations. This will be available at www.environment.gov.au/energyefficiency. Until then, installers can signal their interest to be included on the register by contacting the Government through the website or the national information line on **1800 808 571**.

Applying for reimbursement after early installation

To claim the assistance the applicant must fully complete, sign and submit a reimbursement application form with the requested supporting documentation. The reimbursement application form is available at the back of this booklet or can be downloaded from www.environment.gov.au/energyefficiency or by calling **1800 808 571**.

Incomplete forms will be returned to applicants without processing.

Reimbursement application forms will be accepted from **1 March 2009**. The applicant should allow eight weeks for the application to be processed.

Applications for reimbursement must include a copy of the tax invoice and receipt for the purchase and installation of the new ceiling insulation. Applications should also include copies of two quotes for the purchase and installation of insulation. The applicant also agrees to provide evidence in future to support claims made on the application form if requested.

Please note that landlords or tenants who organised the installation of ceiling insulation between 3 February and the release of these early installation guidelines on 26 February 2009 are only required to submit a copy of their tax invoice and receipt for the purchase and installation of the ceiling insulation.

Those who booked their installation between 3 February 2009 and the release of these early installation guidelines on 26 February 2009 are not required to submit two quotes, provided the insulation is installed by 31 March 2009. Insulation installed after 31 March 2009 will require two quotes.

Parts of the reimbursement application form must be completed by the installer. You should get them to fill out these sections once they have finished installing the insulation. The installer will need to certify the following on the reimbursement application form:

- date of installation; and
- type of insulation; and
- R-Value of the insulation and that the insulation meets the required minimum R-value for the climate zone where the dwelling is situated, and whether a material or total R-value approach has been used; and
- details of the R-Value and insulation type of any existing insulation if deemed as having negligible effectiveness (see 'Definitions'); and
- the insulation meets AS/NZ 4859.1:2002 (Amendment 1, Dec 2006) (as per codemark, conformance mark, label from packaging); and
- that the insulation has been installed in accordance with the installation standards outlined in section 2 above.

Applying for reimbursement after early installation requires the applicant to allow an authorised inspector to access the property for audit purposes, if requested. For example this might involve, but may not be confined to, verification of installation and the materials used. Documents may also be requested including proof that the property is a rental property.

Supporting documentation

Applicants must submit a copy of their tax invoice and receipt for the purchase and installation of ceiling insulation with their reimbursement application form, along with copies of two quotes that they have obtained for installation. No other supporting documentation is required. However, requests from the Australian Government for evidence to support the application for assistance may be made after the payment of the assistance. Any such request will be made within 24 months of the application.

Applicants must apply by mail to:

Low Emission Assistance Plan for Renters
Department of the Environment, Water, Heritage and the Arts
GPO Box 787
Canberra ACT 2601

- An applicant has up to six months (184 days) after installation to submit a reimbursement application form.
- The applicant should allow eight weeks for the application to be processed.
- Incomplete forms will be returned to the applicant without processing.

For more information please contact our national information line on **1800 808 571**.

Definitions

The following definitions are applied for the purpose of the Low Emission Assistance Plan for Renters. Final decisions regarding assistance for insulation eligibility will be made by the Australian Government.

Renter household - a household which pays rent to a Private landlord or Other landlord, but not to a state or territory housing authority, to live in a dwelling.

Private landlord: a person or persons who own(s) a tenanted dwelling.

Other landlord: a housing co-operative, community or church group, retirement village, non-government housing organisation, company or any other body not previously mentioned (apart from a state or territory housing authority), that owns a tenanted dwelling.

Eligible landlords: for the purposes of this assistance payment an Eligible landlord means a “Private landlord” or “Other landlord” as defined above.

State or territory housing authority: a state or territory housing authority or trust. Households that pay rent to a state or territory housing authority are not eligible for the Low Emission Assistance Plan for Renters.

Eligible tenant – for the purposes of this assistance an eligible tenant means an individual living in a “Renter household” as outlined above and who meets the rest of the criteria in these early installation guidelines.

Ceiling insulation – material which reduces the amount of heat flowing into or out of a building via the ceiling.

R-Value - thermal efficiency of insulation is measured by its R-value. The higher the R-value, the more resistant the insulation is to heat flowing into and out of the dwelling. Please note that the installer is responsible for ensuring technical requirements are met.

Ceiling insulation of negligible effectiveness – for the purpose of the program, ceiling insulation is deemed as having negligible effectiveness if it is at or below 0.5 R-value. The installer will need to provide details of the existing insulation in the reimbursement application form.

Important Notices

Applicants who organised their ceiling insulation from the release of these early installation guidelines on 26 February 2009 should not assume that they will receive a reimbursement on submitting a reimbursement application form. The Australian Government will decide whether an applicant satisfies the eligibility requirements as set out in these early installation guidelines and reserves the right to request further information to make this decision.

The Australian Government may require the applicant to present reasonable evidence to support their application for the assistance. Requests from the Australian Government for evidence may be made after the payment of the assistance but must be made within 24 months of the application.

The Australian Government accepts no liability for any loss, damage or cost incurred as a result of, or arising from, the installation of a ceiling insulation which has been subject to the assistance offered under the Low Emission Assistance Plan for Renters, or its process.

Personal information collected under the program will only be used for the purpose of assessing applications and related purposes. This process may include the exchange of information with other government departments or agencies for compliance purposes, and/or reporting publicly on the performance of the program. Reports will be based on aggregate data and personal information will not be identifiable in such reports. Information will be used for the payment of the assistance to successful applicants.

4. Further information

Further information can be obtained from:

Phone: 1800 808 571

Website: www.environment.gov.au/energyefficiency

Low Emission Assistance Plan for Renters
Department of the Environment, Water, Heritage and the Arts
GPO Box 787
CANBERRA ACT 2601



Low Emission Assistance Plan for Renters EARLY INSTALLATION

Reimbursement Application Form

Reimbursement number (Office use only)

This reimbursement application form should be read in conjunction with the early installation guidelines for the Low Emission Assistance Plan for Renters. This form should be submitted within six (6) months of installation.

The application form must be completed in full by the applicant (who should be the landlord or tenant of the tenanted rental property where the new ceiling insulation has been installed) and by the installer of your ceiling insulation. Copies of the tax invoice and receipt for the purchase and installation of the new ceiling insulation must be included with this application along with the two quotes obtained prior to selection of the installer.

This application form is current as of 27 March 2009.

Sections 1, 2, 5 & 6 – Completed by applicant. **Sections 3 & 4** - Completed by authorised installer.

1. APPLICANT INFORMATION (PLEASE COMPLETE IN BLOCK LETTERS)

Full Name	<div style="border: 1px solid black; height: 25px;"></div>		
Organisation name (if appropriate)	<div style="border: 1px solid black; height: 60px;"></div>		
Address of the dwelling where the new ceiling insulation has been installed	<div style="border: 1px solid black; height: 25px;"></div>		Postcode
	<div style="border: 1px solid black; height: 25px;"></div>		
Postal address (if different from installation address)	<div style="border: 1px solid black; height: 25px;"></div>		Postcode
	<div style="border: 1px solid black; height: 25px;"></div>		
Phone number	<div style="border: 1px solid black; padding: 2px;">()</div>		
Mobile number	<div style="border: 1px solid black; height: 25px;"></div>		
Email address	<div style="border: 1px solid black; height: 25px;"></div>		
Please tick	Landlord <input type="checkbox"/> Tenant <input type="checkbox"/>		

2. APPLICANT AND DWELLING ELIGIBILITY (WHERE INSULATION HAS BEEN INSTALLED)

Please read the early installation guidelines and complete all parts below. Each question must be answered for this application to be processed.

Are you an Australian citizen or permanent resident aged 18 years or over?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, then you are not eligible
Is the dwelling where the ceiling insulation is installed located in Australia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, then you are not eligible
Is the dwelling where the insulation is installed a new home or a major extension of an existing home, requiring approval under the Building Code of Australia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, then you are not eligible

Is the dwelling a tenanted rental property? Yes No If no, then you are not eligible

Is the dwelling privately owned or are you an eligible social housing provider other than a state or territory government? Yes No If no, then you are not eligible

For example, it is not state or territory public housing and is not owned by a state or territory government.

Do you have the approval of the owner of the dwelling (if a tenant)? Yes No If no, then you are not eligible

You must have the written approval of the owner of the rental property or their agent where the insulation was installed (please attach).

INSTALLER TECHNICAL COMPLIANCE SECTION

3. PRODUCT ELIGIBILITY (to be completed in BLOCK LETTERS by an installer who is employed by or owns a registered business operating in the installation of thermal insulation.)

Date new ceiling insulation was installed

The installation date is the date the ceiling insulation was first fully installed in the entire ceiling area.

Is the ceiling insulation new? Yes No If no, then the customer is not eligible

Is the ceiling insulation replacing pre-existing insulation? Yes No If yes, then please provide information on the type of existing insulation and its R-value

TYPE:

R-VALUE:

Does the R-value of the new insulation meet the minimum value required within the early installation guidelines for the climate zone where the dwelling is situated? Yes No

Is the R-value material or total? Material Total

What is the R-value of the ceiling insulation that has been installed (material or total)?

How many m² does the new ceiling installation cover?

What type of insulation has been installed? (e.g. polyester, glasswool, rockwool, cellulose, natural wool, foil, etc)

4. INSTALLER'S DECLARATION (to be completed in BLOCK LETTERS by an installer who is employed by or owns a registered business operating in the installation of thermal insulation, and who completed section 3 above, and who meets the requirements set out in Section 3 of these early installation guidelines)

Installer's name			
Company name			
Business ABN		Installer's phone number	
State of operation			

- I certify as the installer that I have done the work required to install the ceiling insulation in accordance with the relevant building and safety standards and government requirements outlined in the early installation guidelines for the Low Emission Assistance Plan for Renters.
- I certify that this insulation was installed for domestic purposes only (the dwelling is not a semi-permanent building or similar); and that the dwelling where the insulation was installed is not a new home or an extension to an existing home, covered by mandatory requirements under the Building Code of Australia.
- I understand that the installation work and product used may be quality checked and make-good provisions will apply if deficiencies against the requirements of the early installation guidelines are identified.
- I certify that I own or am employed by a registered business operating in the insulation installation industry.
- I certify that the information provided by me is truthful and correct.

Installer's signature		Date	/	/
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5. REIMBURSEMENT/PAYMENT DETAILS

The payment for successful applicants will be made by direct deposit. Applicants should allow eight weeks for the application to be processed. **The payment will only be made into the bank account of the owner of the dwelling where the ceiling insulation was installed or the tenant with landlord approval.** Assistance under this program is not available as a point of sale discount nor can a retailer, installer or commercial business apply for assistance on behalf of their customers.

Name of account holder										
BSB number (six digits)										
Account number										

Please note: A BSB number is a unique six-digit code that identifies the bank/financial institution and branch where your bank account is held. It can generally be found on your bank statement. If you are unsure of your BSB number, please contact your bank or financial institution. Your bank account number can also be found on your bank statement. It is not the 16-digit number that appears on your credit/debit card. It is important that you enter the correct BSB and account numbers, otherwise payment cannot be processed. The assistance can only be paid to an Australian bank account.

The Australian Government will only use your bank details for the purpose of paying the assistance.

6. DECLARATIONS, YOUR RESPONSIBILITY AND YOUR RIGHT TO PRIVACY
(please read carefully)

As a Commonwealth agency, the Department of the Environment, Water, Heritage and the Arts is bound by the *Privacy Act 1988*. Personal information collected under this program will only be used for the purpose of assessing applications and related purposes. This process may include the exchange of information with other government departments or agencies for compliance purposes, and/or reporting publicly on the performance of the assistance program. Reports will be based on aggregate data and personal information will not be identifiable in such reports. Information may also be disclosed to Registered Agents for the purposes of verifying details of applications. Information will be used for the payment of the assistance to successful applicants.

The Department of the Environment, Water, Heritage and the Arts reserves the right to refuse any application if the information provided is incomplete or does not meet the required criteria.

- I certify as the applicant that I am the owner/tenant of the rental property where the new ceiling insulation is installed.
- I certify as the applicant that I have read and understood the Low Emission Assistance Plan for Renters early installation guidelines.
- I certify that, to the best of my knowledge, all of the above details are correct at the time of completing this form. Providing false or misleading information is a serious offence and carries penalties under the *Criminal Code Act 1995*.
- I certify that I have the permission of the joint owner/s and/or the body corporate if one is involved.
- I certify that, where only one quote was provided, I was unable to obtain two quotes due to the home being located in a rural or remote area.
- I agree as the applicant that I have and will provide the Australian Government with sufficient and reasonable evidence of my eligibility for the assistance if requested any time up to 24 months after installation. This may include allowing an authorised inspector access to my property to inspect the installation of my new ceiling insulation as requested by the Australian Government.
- I acknowledge as the applicant that the Australian Government accepts no liability for any loss, damage or cost incurred as a result of, or arising from, the installation of a ceiling insulation which has been the subject of assistance, or the application process for the assistance.

Your signature

Date / /

How did you find out about this program?

Installer/retailer

Website Specify

Newspaper/magazine Name

Other Provide details

FORWARD COMPLETED REIMBURSEMENT APPLICATION FORM AND SUPPORTING DOCUMENTATION TO:

Low Emission Assistance Plan for Renters
Department of the Environment, Water, Heritage and the Arts
GPO Box 787
Canberra ACT 2601

Checklist (to assist with speedy processing of your application)

Incomplete forms will be returned to applicants without processing. Please ensure you have completed all parts of the reimbursement application form.

- Have you filled in every field except sections 3 and 4?
- Has your installer filled out and signed sections 3 and 4?
- Have you provided a BSB (six-digit number), bank account number and name of account holder?
- Have you signed the form?
- Have you attached copies of your tax invoice, receipt and two quotes?
(Note: quotes are not required for those installations which occurred between 3 February and 26 February 2009.)
- Have you attached a copy of the signed permission letter from your landlord or your landlord's agent?