

**Colorado Springs Utilities
Homeowners Association (HOA) Rebate Credit Letter**

Date: _____

FROM

Rebate applicant's full name: _____

Street address and unit number: _____

City, state and zip code: _____

TO

HOA name: _____

Street address: _____

City, state and zip code: _____

Colorado Springs Utilities account number: _____

Contact name and phone number: _____

The applicant named above intends to participate in Colorado Springs Utilities Irrigation Rebate Program. Because the Colorado Springs Utilities water account is in the HOA's name, the applicant cannot receive the credit. Instead, the applicant would like to have the credit from the approved rebate applied to the HOA's utilities account and make arrangements with the HOA for receipt of the credit.

This HOA Rebate Credit Letter is a required document that must be submitted with the applicant's rebate application. The purpose of this letter is to obtain approval from the appropriate HOA member who may authorize the applicant's rebate credit to be placed on the HOA's utilities account. This letter also serves as an agreement between the applicant and the HOA which states the applicant will receive credit for the approved rebate amount after the credit is applied to the HOA's utilities account. If the applicant and HOA agree to the terms and conditions in this HOA Rebate Credit Letter, it is the responsibility of the HOA and the applicant to determine how and when the applicant will receive the credit.

Please see next page.

I, _____ (print name), the above named applicant authorize my approved rebate credit to be applied to the HOA's Colorado Springs Utilities account named above.

Applicant's Signature

Date

I, _____ (print name), a duly authorized member of the HOA named above, approve the applicant's request to place the approved rebate amount on the HOA's Springs Utilities account. I also agree to make arrangements with the applicant so the applicant receives credit for the approved rebate amount.

HOA Authorized Representative Signature

Date

----- ***This Section for Colorado Springs Utilities Use Only*** -----

The applicant named above was approved for a \$ _____ rebate on _____.
Date

This rebate amount was placed on the above named HOA's utilities account on _____.
Date

Colorado Springs Utilities Authorized Representative Signature

Date

A copy of this HOA Credit Letter was mailed to the applicant and HOA at the addresses provided in this letter on _____.
Date

A copy of this letter was also filed with the applicant's approved rebate application.

Colorado Springs Utilities Authorized Representative Signature

Date