


**Want your incentive faster?**  
 Apply online.  
 Visit [www.energytrust.org/now](http://www.energytrust.org/now)

**Steps to completion:**

- 1 Make** an eligible window upgrade.
- 2 Complete** application, including:
  - Online, 320C, or 320WA incentive application form
  - Windows Addendum
  - U-value documentation
  - Paid in full invoice for purchase and installation
- 3 Submit** online form or mail, fax or email documentation together to:  
**Energy Trust of Oregon Existing Homes**  
 PO Box 40508  
 Portland, OR 97240  
  
 1.866.311.1822 phone  
 1.866.516.7592 fax  
[hesforms@energytrust.org](mailto:hesforms@energytrust.org)

**Need-to-know information:**

- Windows must be installed by a contractor with an active license to be eligible for incentives.
- Window dimensions must be clear for incentive to be processed. If window is non-standard in shape, please indicate the shape of the window as well as all the dimensions.

- This form is used as an addendum to online, 320C, or 320WA incentive applications only and will not be accepted alone. All information must be completed for processing; incomplete information will result in delayed payment of the incentive. Details of this program, including incentives, are subject to funding availability and may change.
- List all windows installed and write down window sizes to the nearest quarter of an inch.
- Please submit one item from each column below when applying for a window incentive:

Incentive Application	Window Size	Window U-Value	Invoice
<input type="checkbox"/> Online  <input type="checkbox"/> 320C  <input type="checkbox"/> 320WA	<input type="checkbox"/> Invoice or packing list from manufacturer, distributor, retailer or contractor with dimensions for each window  <input type="checkbox"/> Windows Addendum	<input type="checkbox"/> Copy of NFRC sticker for each window installed  <input type="checkbox"/> Manufacturer's packing list with U-values for each window	<input type="checkbox"/> Purchase and installation invoice marked "Paid in Full"

**Trade Ally/Contractor Information**

Trade Ally/Contractor Company Name \_\_\_\_\_ Trade Ally/Contractor Phone \_\_\_\_\_

**Site Information**

Customer Name \_\_\_\_\_

Site Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Window Information**

Quantity	Manufacturer	Series/Model	Width	Height	U-value

**Windows Addendum**

Existing Homes



////////////////////////////////////  
**Window Information (Continued)**

Quantity	Manufacturer	Series/Model	Width	Height	U-value

**Non-Standard Shape Window Information**

Quantity	Manufacturer	Series/Model	Shape	Measurements	U-value

<b>Trade Ally/Contractor Signature</b>		
<p>☞ <i>By signing below, Trade Ally/Contractor certifies that this addendum and accompanying application, invoices, and measure documentation are complete and accurate, and that all measures associated with this addendum were completed as of the signature date below. Trade Ally/Contractor acknowledges that failure to accurately report window sizes, quantity or U-Value will count as a major corrective action and will be subject to disciplinary policies and procedures. To receive incentives, all work must comply with Existing Homes' <a href="#">Specifications Manual</a> and <a href="#">program incentive guides</a> found on Energy Trust's website.</i></p>		
_____	_____	_____
<b>Trade Ally/Contractor Representative</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Trade Ally/Contractor Company</b>	<b>OCCB# or Washington Contractor's License #</b>	<b>Install Date</b>