



378 Route 130
Sandwich, MA 02563
508-825-3695

Participating in the Mass Save Program

1. Set-up a home visit with High Efficiency:
 - Provide information about your home
 - Your current HVAC systems
 - What's working what's not
 - Your energy use via your utility bills

2. With your decision to move forward:
 - Complete Section 2 of your heat loan intake form
 - E-sign or mail your signed High Efficiency estimate to us.
 - Submit both of these documents to High Efficiency.
 - We will then submit your heat loan paper work for you to Mass Save.

3. Once the heat loan paperwork is submitted:
 - You will receive an email from Mass Save with your heat loan authorization form
 - Forward this authorization form from Mass Save to High Efficiency (sales@high-efficiencyllc.com)
 - High Efficiency will verify that the loan amount is correct for what the estimate is written for
 - Mass Save will provide you with a list of bank lenders.
 - Once you decide on a lender, take the Mass Save authorization form (email) with you to the bank
 - We suggest calling the bank prior to ask them what information they require.

4. Upon your approval from the bank call High Efficiency for the next steps:
 - The loan amount will be for the cost of the estimate minus any eligible rebates.
 - The rebate amount and the first bank check are given to High Efficiency as deposit
 - *If the bank check is addressed to both you and High Efficiency please sign the back of the checks.*
 - On the final day of installation final bank check is due
 - *If the bank check is addressed to both you and High Efficiency please sign the back of the checks.*



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5. **High Efficiency will process the rebate paperwork and submit the applications:**
 - Once the job is complete and full payment is received**
 - At any time in this process provide us with your utility bills**
 - The sooner the better for quick turnaround of the rebate money coming back to you!!**

6. **High Efficiency will process your equipment registration for you**
 - Once the equipment is registered you will receive and email, be sure to check your spam often these emails end up there.**