

Central Saanich Heat Pump Financing Program

Registration Form



The District of Central Saanich is offering a limited number of interest-free financing opportunities for retrofitting residential homes heating with an oil, propane, or natural gas furnace or boiler to an air-source electric heat pump system. Up to \$12,000 in 0% interest financing is available and repayable in annual installments on property tax bills, over a 10 year period.

To be eligible for financing, acceptance into the program is required **prior to installing equipment**. Please note applications are reviewed and approved on a first-come, first-served basis.

Eligibility

To be eligible for the program, you must:

- Own a home located in the District of Central Saanich
- The applicant must be a registered title holder to the property
- The home must be a single family, duplex, side-by-side townhouse or mobile home
- The home must be primarily heated with an oil, propane, or natural gas furnace or boiler
- Property taxes must be in good standing¹

How to Participate

Step 1 - Understand the Details of the Program

Read the **Terms & Conditions** carefully and declare that you have read them by completing this Registration Form.

Step 2 - Petition for the Financing

Prepare a Petition Form (template will be provided). The Petition will go to council to enact a Local Area Service Bylaw for your property. **Submit the Petition Form by the intake period deadline** to our [secure document upload link](#) or in-person at Central Saanich Municipal Hall. Please refer to the [District website](#) for a current list of intake dates.

Step 3 - Receive Approval and Begin Process

Once the Local Area Service Bylaw is approved by Council for your property, we will notify you. In the meantime, you can:

- schedule an [EnerGuide home evaluation](#)²
- get quotes from [pre-approved contractors](#) and select your preferred contractor

Step 4 - Submit Required Documents

Send the EnerGuide report and the quote from your selected contractor, specifying [eligible heat pump model](#) to our [secure upload portal](#).

Step 5 - Sign Financing Agreement

Once the documents have been reviewed, you will receive a financing agreement by email to sign.

Step 6 - Installation Begins

Work with your contractor to have your heat pump installed and fossil fuel heating system and oil or propane tank removed or decommissioned (if applicable). Contractor must obtain the [required permit](#) for decommissioning and removal from District of Central Saanich Fire Services.

Step 7 - Work Completion & Settle the Balance

Co-sign the Work Completion Report with your contractor and they will submit the signed document. **The District will pay your contractor directly**. You will need to pay your contractor any outstanding balance above \$12,000.

Step 8 - Take Advantage of Rebates!

Contact the [CleanBC Energy Coach Service](#) with any rebate or application questions at 1-844-881-9790 to learn about available [provincial](#) or [federal](#) programs.

Step 9 - Optional: One-Time Lump Sum Payment

Prior to the end of the calendar year (December 31st) when your retrofit was completed, you may make a one-time lump sum payment to reduce your annual repayment over the 10 years. This may allow rebates to be put towards your financed amount to reduce tax payments.

Step 10 - Pay Back your Financed Amount

Pay back your financed amount over a 10-year period on your property taxes.

1. Homeowners enrolled in a provincial property tax deferral program may be eligible to apply.
2. Financial support from the Federal government for the EnerGuide evaluation is available.

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Homeowner Information

Owner 1 Full Name

Phone Number

Owner 2 Full Name

Email Address

Owner 3 Full Name

Property Address

What is your primary heating system?

(note: fireplaces are not considered a primary heating system)

Oil	Propane	Natural Gas
Furnace/ Boiler	Furnace/ Boiler	Furnace/ Boiler

City/Town

Postal Code

Home Type

Single Family Detached	Duplex	Other	Please specify
Side-by-side Townhome	Mobile Home		

How did you first hear about the program?

Website	Webinar	Social Media	
Word-of-mouth	Newsletter	Other	Please specify

Declarations

- I acknowledge that I have read the **Terms & Conditions** document and certify that I and my property are eligible to participate in the Central Saanich Heat Pump Financing Program ("The Program").
- I understand that the District of Central Saanich and its partners in the program do not endorse the services of any contractor or specific product and accept no liability in the selection of contractors or the performance of the work completed.
- I understand that the District of Central Saanich will pay the contractor directly for the retrofit work up to a maximum of \$12,000 and the homeowner is responsible for any payments above that amount.
- I understand the process as set out above will not hold the District liable for any costs whatsoever should I fail to follow the process as set out above.
- I understand that the District of Central Saanich holds no responsibility and accepts no liability for the proper and safe decommissioning and disposal of oil, propane, or natural gas heating systems or tanks.
- I am aware that any willful misstatement on this form may be cause for my rejection/expulsion from the program.
- I consent that it is my responsibility to confirm participation does not contravene my mortgage contract (if applicable).

Owner 1 Signature

Date

Owner 2 Signature

Date

Owner 3 Signature

Date

This collection of personal information is authorized under the Local Government Act, Community Charter and Section 26(c) of the Freedom and Information and Protection of Privacy Act. The information will be used for contacting you about the Heat Pump Financing program. Questions can be directed to the District's Privacy Officer at: 1903 Mt. Newton Cross Road, 250-652-4444, or municipalhall@csaanich.ca.