



Job Completion Form

This form must be fully completed and signed by all parties that have performed work. The Partner listed as the lead on the corresponding Participation Approval Form will receive credit for a job completed to Home Performance with ENERGY STAR standards. This form will be processed within 5 business days of receipt. If participating in the HomeFree Nevada Incentive Program, incentives will be approved and paid on a first come, first served basis, (subject to program rules, terms, conditions, and funding availability).

Partner: _____ **Job Tracking Number:** _____

Energy Assessment

Square Footage of Home: _____ **ft²** **Total Cost of Energy Assessment:** \$ _____

Annual Energy Consumption (specify units): Electric: _____ Gas: _____

Other (specify): _____ Renewable: _____ Total: _____

Annual Electric Bill: \$ _____ **Annual Gas Bill:** \$ _____ **Total Energy Bill:** \$ _____

Modeled Emissions: _____ **tons³ CO₂e** **Hours spent on assessment and form/report:** _____

Energy Conservation Measures (ECMs) from Assessment:

List ALL recommended ECMs from Assessment. Check each ECM that is actually upgraded

	ECM	Energy Reduction	Cost Reduction	Emissions Reduction
1				
2				
3				
4				
5				
6				
7				
8				

Please attach/include ALL additional ECMs in the final submission



Upgrades

Loans: \$ _____ Utility Rebates: \$ _____ Total Cost of Upgrade: \$ _____

Hours Spent on Retrofit: _____

Post Installation Test and Inspections (Test-Out):

Total Cost of Test-Out: \$ _____ Hours spent on Test-Out: _____

Did the homeowner sign the Post Installation Tests and Inspections form? YES NO

If NO, please explain: _____

TOTAL POTENTIAL ENERGY REDUCED: _____

TOTAL COST OF WORK COMPLETED (sum of all work): \$ _____

TOTAL ENERGY ACTUALLY REDUCED (sum of performed ECM savings): _____

TOTAL REDUCTION IN ENERGY COSTS (sum of modeled ECM savings): \$ _____

TOTAL EMISSIONS REDUCED (sum of modeled ECM reductions): _____

TOTAL HOURS WORKED (sum of all hours worked): _____

Total energy reduced / Total energy consumption = _____ % ENERGY SAVINGS

This home was reviewed under the Quality Assurance/Quality Control Program: YES NO

CORRECTIVE ACTIONS:

Homeowner and HomeFree Nevada Partner Statement and Signature

I attest that the information above is correct and to the best of my knowledge:

Signature of Assessor (Test-in): _____ Date: _____

Signature of Contractor: _____ Date: _____

Signature of Assessor (Test-out): _____ Date: _____

I attest that I am the owner of this property, have received an energy assessment and report, that upgrades were installed by the HomeFree Nevada Partner, that work has been completed pursuant to the Scope of Work, and was completed and tested-out properly.

Signature of Homeowner: _____ Date: _____

Official Use Only: SUBMITTALS: REPORT TEST-OUT APPROVAL: YES NO
 INCENTIVE: CLV NSOE LOAN: _____ MATCH: _____

HOMEFREE NEVADA SIGNATURE: _____ Date: _____