



## A STEP-BY-STEP GUIDE TO HEAT PUMP FINANCING

### PARTICIPANT REGISTERS

1. COMPLETE
  - Registration & Petition Form
    - Ensure you have your full address and roll number included
    - Roll number can be found at [bcassessment.ca](http://bcassessment.ca)
2. SUBMIT
  - Submit your document online to the secure upload portal, or by mail or in person to the municipal hall (3rd floor planning office), or to the address below:  
City Green Solutions  
Attn. Saanich Heat Pump Financing  
214-620 View Street  
Victoria, BC V8W 1J6

1. WAIT
  - District will inform participants when their bylaws are adopted
  - You can start collecting and submitting the documentation noted in the next step in the meantime if you like!

### SAANICH ENACTS BYLAW

### PARTICIPANT SUBMITS PRE-INSTALL DOCUMENTATION

1. SUBMIT
  - Submit the following documents in the same manner as your registration form:
    - EnerGuide Documentation
      - Homeowner Information Sheet
      - Renovation Upgrade Report
    - Quote from Registered Contractor
2. WAIT
  - Your documentation will be reviewed and your financing agreement produced. Your financing agreement must be fully-signed before installation begins.

1. REVIEW & SIGN
  - You will receive your financing agreement by TitanFile, review and sign the agreement
2. SEND
  - Send your agreement back in the same manner as your registration form.
3. WAIT
  - Your agreement will then be signed by the Finance Director, you and your contractor will receive confirmation when installation can proceed.
4. DEPOSIT ASSISTANCE (if applicable)
  - Applicable deposit assistance will be noted on your agreement and will be paid directly to your contractor.

### FINANCING AGREEMENT IS PRODUCED

### COMPLETE INSTALL

1. CONTRACTOR INSTALLS
  - Contractor removes old heating system and installs new heat pump.

1. SIGN
  - Co-sign the Contractor Work Completion Report with your contractor.
2. Submit
  - Yourself and/or your contractor must submit the following documentation in the same manner as your Registration Form.
    - Fully-signed Work Completion Report
    - Copy of contractor's final invoice
    - Oil tank removal permit number (if applicable)

### SIGN & SUBMIT COMPLETION DOCUMENTS

### FINISHED!

1. CONGRATULATIONS!
  - You've completed the main steps of the Saanich Heat Pump Financing Program!
2. BEGIN REPAYMENT
  - The annual financing amount will be added to your property tax bill and will be paid in the same way your property taxes are normally paid.