

CAPITALHOMEENERGY^{INC}

ADD CAPITAL TO YOUR HOME

Greener Homes Application Procedure

1. Register through the Greener Homes Portal
 - a. Apply and/or log in [Here](#)
 - b. Select Service Organization – **Capital Home Energy Inc**
 - c. The name on this application must match your property tax bill
2. Application status on the Greener Homes portal must state “eligibility confirmed” prior to requesting a pre-retrofit evaluation
3. Homeowner requests a pre-retrofit evaluation on the portal
4. Homeowner reaches out to Capital Home Energy Inc. to book the pre-retrofit evaluation
 - a. Homeowner must provide Capital Home Energy Inc.:
 - i. **Application Number (AP #)**
 - ii. **Property Tax Bill for the home (required)**
 - iii. **Renovation plans and/or floor plans (if available)**
 - iv. **We will have the homeowner sign a waiver during the evaluation, the signee must match that of the Greener Homes application and property tax bill**
5. Pre-Retrofit EnerGuide Evaluation
 - a. Energy evaluation must be done with full accessibility to the entire home, including blower door test, even if the eligible upgrade only involves only part of the house
6. Energy Advisor will assign it to the homeowner for review
7. Homeowner to review reports and upgrade recommendations
 - i. Homeowner Information Sheet (HOIS)
 - ii. Renovation Upgrade Report (SRUR)
 - iii. Label (LBL)
8. Retrofit your home (perform renovations)
9. Homeowner must click **“My retrofits are completed and I am ready to request a post-retrofit evaluation”** on the portal
10. Homeowner reaches out to Capital Home Energy to book the post-retrofit evaluation
11. Post-Retrofit EnerGuide Evaluation
 - a. Energy evaluation must be done with full accessibility to the entire home, including blower door test, even if the eligible upgrade only involves only part of the house
12. Energy Advisor will assign the application on the portal to the homeowner for review
13. Homeowner to review the reports and upgrades completed
 - i. Homeowner Information Sheet (HOIS)
 - ii. Label (LBL)
14. Submit to Natural Resources Canada to approve grant
15. Once Step 14 has been completed, Natural Resource Canada (Not Capital Home Energy) will review the application to approve and issue rebate grants. A cheque will be issued through mail.

For more information on the steps required for the Greener Homes rebate, please visit:

<https://www.nrcan.gc.ca/energy-efficiency/homes/canada-greener-homes-grant/start-your-energy-efficient-retrofits/23443#G1>

For any technical assistance, please visit:

<https://www.nrcan.gc.ca/energy-efficiency/homes/canada-greener-homes-grant/technical-assistance-for-the-canada-greener-homes-grant/23953>

To ensure that you are properly reimbursed, you must have all of the following documents so they can verify your eligible retrofits:

- Receipts for your pre-and post-retrofit EnerGuide evaluation
- All receipts and invoices for products purchased and for their installation (if bought online, they must be supplied in Canada)
- It is highly recommended that you also have an attestation form (if applicable for your retrofit) confirming that:
 - Installation of an electrical or mechanical system has been completed by a trained and licensed professional
 - Geothermal system was installed in accordance with CSA standards
 - The heat pump has been sized to your entire home
 - For detailed information on heat pump requirements, click [HERE](#).

You need to keep copies of your documents until March 31, 2028. Note that the federal grants are not taxable and do not have to be declared as income.