



## Backwater Prevention Device Rebate Program Property Owner Instructions

The City of Everett will provide qualified property owners a rebate of up to \$2,500 (including tax) for the installation of an approved backwater prevention device. Please review the information on this sheet to make sure you qualify for a rebate and understand how the program works.

### To Qualify for a Rebate:

- 1) The backwater prevention device must be installed on a property the city has identified as a "designated connection." If that is the case, you will have received a letter from the city.
- 2) The device must be installed by a contractor who has been trained by the city and is on the list of Eligible Contractors. This list is available at [www.everettwa.org/bwd](http://www.everettwa.org/bwd).
- 3) You must submit the necessary paperwork within 90 days from the date the installation is inspected and approved by the city.

### Steps to Getting a Rebate:

- 1) Select a contractor from the list of eligible contractors and request that they come out, perform an initial inspection, and provide a bid for installing a backwater prevention device. You may want to contact multiple contractors to get an idea of their experience with the program, however only one contractor should perform a full inspection, as these costs count towards the total rebate amount.
- 2) The contractor will visit your home, perform a TV inspection of your sewer line and give you an estimate for the work. If the bid exceeds \$2,500 (including tax), the contractor will contact the city before proceeding. The city will review the work to determine if you qualify for additional rebate funds and may require that you obtain additional bids.
- 3) Authorize the work. The contractor will obtain the necessary permits, install the device according to the program guidelines and have the work inspected by the city.
- 4) After the installation is inspected and approved by the city, the contractor will complete: a Backwater Prevention Device Final Installation Checklist, a itemized invoice for the work, and a map of your property with the location of the installed device.
- 5) Fill-out and sign the Rebate Application Form (green) and the IRS Form W-9, Request for Taxpayer Identification Number and Certification (white). **NOTE: An IRS Form W-9 filled out by the property owner is only required if the city is paying the rebate to the property owner.**
- 6) If you would like the rebate check to be sent to the contractor directly, fill out the front of the Vendor Payment Option Form (purple) and have the contractor fill out the back. Otherwise the check will be sent to you.
- 7) Assemble your rebate application packet. Use the Rebate Submittal Checklist (yellow) to make sure that you have all of the necessary paperwork.
- 8) Submit, or have your contractor submit, your rebate packet within 90 days of the date the installation was inspected and approved by the city to: City of Everett, Attn: BWPD Rebate Program, 3200 Cedar Street, Everett, WA 98201.