



## **TOILET RETROFIT REBATE POLICY**

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### **PURPOSE**

Castle Rock Water's Toilet Retrofit Rebate Policy is intended to clarify the eligibility requirements of the program.

### **GENERAL**

The Toilet Retrofit rebate program encourages removal of toilets using 1.6 gallons per flush (GPF) or higher, and replacement with a high efficiency, water saving toilet using 0.8 gallons per flush, or less.

Applications are processed in the order received and rebates are distributed on a first-come, first-served basis. Funding is limited. The rebate amount is equal to the cost of the toilet, not to exceed \$125 per toilet, excluding installation costs, taxes, and shipping/handling, with a maximum rebate up to four toilets or an amount of \$500 per service address.

In order to be eligible, all retrofits must be completed within the current program year. The applicant is required to remove all metal, plastic and wax from the old toilet and bring it to Castle Rock Water for recycling, as part of the application. All expenses are out-of-pocket to the applicant.

Failure to comply with any requirements of this program may result in denial of rebate.

Submission of the online or printable application is not considered complete until the affidavit of lawful presence is signed by the applicant. When this information is received and the old toilet has been brought to Castle Rock Water for recycling, the rebate application will be processed.

### **PROCEDURE AND RESPONSIBILITIES**

1. Applications are available online or in printed form and can be submitted once the rebate program has been approved by Town Council.
2. Once the application has been received, the program administrator will contact the applicant and schedule a toilet recycling drop off time.
3. Rebate funds are allocated for each fixture based on initial application and will be confirmed when the old toilet(s) is/are dropped off for recycling.
4. Program administrator finalizes form, submits check request, and sends e-mail confirmation to the applicant.
5. Rebate checks are issued within three to six weeks.

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Mark Marlowe, Director of Castle Rock Water

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Effective date of policy

***The Director of Castle Rock Water has the authority to change  
this policy with or without notice at any time.***