SMART CONTROLLER REBATE PROGRAM – CHECKLIST

1. SUBMIT APPLICATION AND PHOTO, WAIT FOR APPROVAL
   - Read Terms and Conditions
   - Submit application and photo of existing controller
     - Send application and photo to City Staff by mail or email
       - By email: ryanb@cityofwestsacramento.org
       - By mail: Ryan Burnett, 1110 West Capitol Avenue
         West Sacramento, CA 95691
   - Wait for City Staff to review application and photo
     - If issues arise, you will be informed
     - Do not begin work until the next step
   - Receive approval to begin work
     - Approval will be provided by phone and email
     - Work must be done within two months of approval

2. PERFORM WORK
   - Purchase and Install Smart Controller
     - Installation can be performed by applicant or contractor
     - Only a WaterSense™ labelled irrigation controller will be rebated
       - Some models require additional items (e.g. sensor)
     - Labor will not be rebated

3. SUBMIT RECEIPT/INVOICE AND PHOTO
   - Submit receipt or invoice and photo of new controller
     - Send to City Staff (see above)
     - Receipt or invoice must show controller brand and model
     - Submit before two-month due date
   - Rebate issued