



Your New Heating, Ventilating and Air-Conditioning (HVAC) System

Dear Customer:

We want you to feel assured that your new HVAC system is safe for you and your home, and meets the legal requirements in California for safety and energy efficiency. We are a state-licensed contractor, and endorse and follow the attached recommendations from the California Contractors State License Board.

As you review your HVAC system purchasing information, know that we are available to answer all of your questions and are committed to providing you with a properly installed system that can yield up to a 300 percent return on your investment over the life of the equipment.

When you compare our bid to others for your HVAC purchase, make sure that each contractor is licensed and ready to perform the work, as we do, with the required permits and appropriate workers' compensation and general liability insurance.

Thank you for choosing
California contractor license number:

If you have any questions about our bid please contact

ATTACH BUSINESS CARD HERE



Overview of Potential HVAC Energy Savings

Most energy providers and the U.S. Environmental Protection Agency's Energy Star program offer online tools that calculate your expected average monthly savings with HVAC systems that meet energy efficiency requirements. Over the lifetime of the equipment, a properly installed HVAC unit can yield up to a 300 percent return on your investment through lower energy bills.

EnergyStar.Gov recommends the following:

Energy Efficient Equipment

If your HVAC equipment is more than 10 years old or not keeping your house comfortable, have it evaluated by a professional HVAC contractor. If it is not performing efficiently or needs upgrading, consider replacing it with a unit that has earned the ENERGY STAR. Depending on where you live, replacing your old heating and cooling equipment with ENERGY STAR-qualified equipment can cut your energy bill by nearly \$200 a year.



Duct Sealing

Duct systems that are properly sealed and insulated can make homes much more comfortable and energy efficient. Sealing and insulating ducts can improve the efficiency of a home's heating and cooling system by as much as 20 percent.



Quality HVAC Installation

Replacing your old heating and cooling equipment with new, energy-efficient models is a great start. But to make sure that you get the best performance, the new equipment must be properly installed. In fact, improper installation can reduce system efficiency by up to 30 percent.





Doing It Right!

The Contractors State License Board and the California Energy Commission want consumers who are planning to purchase and install new heating, ventilating, and air-conditioning (HVAC) units to fully realize the anticipated savings from their investment in energy efficient equipment, and to avoid unscrupulous contractors. A hassle-free experience depends on understanding the benefits of having the job done right, and the potential risks when it isn't.



Use the HVAC checklist on the following page to protect yourself and your investment.

RIGHT CONTRACTOR <i>Job Done Correctly</i>		WRONG CONTRACTOR <i>Potential Risks</i>
<p>Hire a licensed contractor in good standing with the Contractors State License Board (CSLB) to ensure recourse through the CSLB complaint process.</p> <p>"Check the License" at www.cslb.ca.gov or by calling 800-321-2752</p>	VS	<p>Hiring an unlicensed contractor or a licensed contractor not in good standing may result in a poor or incomplete installation and limits your ability to seek financial redress.</p>
<p>Be sure the contractor carries workers' compensation insurance when using employees so you won't be financially responsible for any injuries sustained on the job.</p>	VS	<p>Using a contractor who does not carry workers' compensation insurance may subject you to liability for the costs of medical care and rehabilitation for any worker(s) injured on your property.</p>
<p>Obtain a building permit so the building department can confirm proper installation through an inspection.</p>	VS	<p>Forego a permit and there will be no independent 3rd-party inspection of the work and you may be charged fines and penalties.</p>
<p>Ensure that ducts are properly sealed and insulated to realize energy savings of up to 20%.</p>	VS	<p>Improperly sealed and insulated duct systems leak, decreasing heating and cooling efficiency.</p>
<p>Receive a final inspection to confirm that your HVAC system is operating properly to yield energy savings—up to 300% over the life of the equipment.</p>	VS	<p>HVAC units not subject to final inspection may reduce your system's efficiency by up to 30%.</p>



Instant License Check Example from CSLB's Website

License Status

Look for the **green** text color next to "License Status" to make sure the selected license is active and eligible to perform work within the scope of the trade classification(s).

Workers' Compensation Insurance

If the selected contractor license indicates workers' compensation insurance, work may be performed using employees who are covered under their policy. If workers' compensation insurance is not indicated, the licensee has certified that employees **do not** work for the contractor.

License Number	555555	Extract Date	5/1/2015
Business Information	F & H Property Management 5555 Dream House Way Mayberry, CA 55555		
Entity	Sole Ownership		
Issue Date	12/15/2012		
Expire Date	12/31/2014		
License Status	ACTIVE This license is current and active. All information below should be reviewed.		
Classifications	CLASS	DESCRIPTION	
	C20	WARM-AIR HEATING, VENTILATING AND AIR-CONDITIONING	
Bonding	CONTRACTOR'S BOND This license filed a Contractor's Bond with AMERICAN CONTRACTORS INDEMNITY COMPANY . Bond Number: XXXXXX Bond Amount: \$12,500 Effective Date: 11/06/2012		
Workers' Compensation	WORKERS' COMPENSATION This license has workers compensation insurance with STATE COMPENSATION INSURANCE FUND Policy Number: XXXXXX Effective Date: 07/22/2013 Expire Date: 07/22/2014 Workers' Compensation History		



HVAC Checklist

- Licensed Contractor**
Hire a state-licensed contractor and verify that your contractor is in good standing at www.cslb.ca.gov or by calling (800) 321-CSLB (2752).
- Obtain a Permit**
Make sure your contractor obtains a building permit from your local building department. Beware of any contractor that offers a lower price to install a unit without a permit; having a permit ensures work will be inspected.
- 3-Day Right to Cancel**
Make sure your contract includes a 3-day right to cancel clause. Information about home improvement contracts can be found in the Consumers section of CSLB's website.
- Insurance**
Verify that your contractor has workers' compensation (WC) and general liability insurance. WC insurance can be verified at www.cslb.ca.gov or by calling (800) 321-CSLB (2752). Homeowners may be financially liable for the cost of medical care for worker(s) who are injured on their property.
- Written Contract**
Insist on a written, fix-priced contract and don't sign anything until you completely understand the terms.
- Down Payment**
Do not pay more than 10% down or \$1,000, whichever is less.
- Payment Schedule**
Do not make payments ahead of the work. Keep a record of all payments.
- Permit Inspections**
Make sure that your local building department performs all required inspections, including in progress and final inspections, and that there are not any correction notices or red tags. Inspections ensure proper installation.
- Final Payment**
Do not make final payment before the final inspection has been conducted, the permit completed by the building department, and you are satisfied with the work.
- Documentation**
Keep a file of all documents and photos related to your project.