



LIPA Cool Homes Early Retirement Reservation Number Request Form

To avoid delays in processing all areas of the form must be complete.
 Fax complete form to **1-866-838-6459** or email Adobe pdf form or scanned copy to
lipacoolhomes@csgroup.com
 Completed forms will be promptly reviewed and the Contact Person notified of the disposition,
 (Reservation number issued or the need to conduct a verification visit).”

Customer Information			
Customer Name			Date
Address			
City		State	Zip Code
Customer Phone Number		LIPA Customer Account Number ____ - ____ - _____	

Existing Unit Information			
Unit Number	Manufacturer	Model Number	Serial Number
Mfr Year	Size (Tons)	SEER	EER
Unit Operational? Yes No	Note: Each unit to be early retired requires a separate reservation number and therefore a separate form.		

Contractor Information		
Company Name		Contact Person
Address		
Phone Number	Fax Number	E-mail
Contact method preferred Phone FAX Email	Contractor Cool Homes ID	Date of expected install

Disposition (To be completed by Cool Homes Hotline Agent)			
Inspection Date	Inspection Required Yes No	Inspection Status Pass Fail	Reservation Number
Received	Disposition		