



Verifying Prequalification Status

Participating Dealerships **MUST** verify an applicant's prequalification status before issuing a CHEAPR rebate at the point-of-sale.

- **Reminder! ALWAYS ask an applicant if they're prequalified** before issuing any type of CHEAPR rebate to ensure the correct rebate is applied.
- **Applicants that are NOT prequalified** can only receive the Standard rebate for an eligible new vehicle.
- **Applicants that ARE prequalified** can receive either the Standard rebate with Rebate+ New for an eligible new vehicle or Rebate+ Used for an eligible used vehicle.

New vehicle rebates must be issued by a Participating Dealership at the point-of-sale. There is no post-purchase option for rebates on new vehicles.

Used vehicle rebates are available at the point-of-sale from a Participating Dealership OR post-purchase.

Rebate+ New:

Applicants wanting Rebate+ New with the Standard rebate **MUST** have an APPROVED prequalification voucher on or before the date they purchase or lease the vehicle.

- If an applicant is not prequalified for Rebate+ New, the only type of rebate they can get on a new vehicle is the Standard rebate at the point-of-sale.
- There is no option for an applicant to receive either the Standard rebate or the additional Rebate+ New amount post-purchase.

Application Process for Rebate+ New Point-of-Sale Rebate:

1. Applicants must submit a prequalification application before they purchase or lease an eligible vehicle. Qualifying Applicants will receive a prequalification approval email.



2. Applicants must visit a Participating Dealership to purchase an eligible vehicle. Prequalified Applicant's must inform the Participating Dealership of their prequalification status and present their prequalification approval email.
3. The Participating Dealership will verify the applicant's prequalification status and apply the **full combined amount for both the Standard with the Rebate+ New** at the point-of-sale.
4. Participating Dealerships must apply for reimbursement within 45 days from the date of purchase or lease.

Applicants that are NOT prequalified are NOT eligible to receive the additional Rebate+ New amount. While they may meet eligibility criteria for Rebate+, they MUST have received an APPROVED prequalification voucher on or before the date they purchase or lease the vehicle. **Applicants that did not prequalify as required, they have two options:**

1. They can wait to purchase or lease the vehicle so they can submit a prequalification application. The prequalification MUST be approved prior to purchasing or leasing the vehicle.
 - CHEAPR does not require the dealership to hold a vehicle or wait while an Applicant completes the prequalification process.
2. They can forgo the additional Rebate+ New and have only the Standard rebate applied at the point-of-sale. If they choose this option, there is no way for them to get the additional Rebate+ New amount later.

Rebate+ Used:

Applicants wanting the Rebate+ Used at the point-of-sale MUST have an APPROVED prequalification voucher on or before the date they purchase or lease the vehicle.

- **Applicants that are not prequalified for Rebate+ Used are not eligible to receive this rebate at the point-of-sale,** but they can apply to get the rebate themselves post-purchase instead. This option is only offered for Rebate+ Used.

Application Process for Rebate+ Used Point-of-Sale Rebate:

1. Applicants must submit a prequalification application before they purchase or lease an eligible vehicle. Qualifying Applicants will receive a prequalification approval email.



2. Applicants must visit a Participating Dealership to purchase an eligible vehicle. Prequalified Applicants must inform the Participating Dealership of their prequalification status and present their prequalification approval email.
3. The Participating Dealership will verify the applicant's prequalification status and apply **Rebate+ Used** at the point-of-sale.
4. Participating Dealerships must apply for reimbursement within 45 days from the date of purchase or lease.

Verification Method 1: Verify the Applicant Received an Approved Prequalification Voucher

- Request to see the applicant's approved prequalification voucher on the same day that the purchase or lease agreement is being signed to ensure they are prequalified prior to purchasing or leasing the vehicle.
- Please ensure the applicant's name listed on the voucher is the same person that will be listed as the buyer/co-buyer or lessee/co-lessee. The prequalified Rebate+ New or Rebate+ Used rebate is non-transferable and no one other than the person listed on the voucher is eligible to receive the rebate. The voucher looks the same for both the Rebate+ New and Rebate+ Used. Please see the example below:



Subject: Prequalification Application Approved - CHEAPR Program, **APP#**

Dear **APPLICANT NAME**,

Congratulations! Your CHEAPR Prequalification application has been approved. You can now visit a participating dealership to purchase or lease an eligible vehicle. Depending on whether you select a new or used vehicle, you are prequalified for one of the following rebate amounts:

New vehicle rebate: Up to \$4,500

Used vehicle rebate: Up to 5,000

The dealer will use your driver's license to verify your prequalification status. **Your prequalification ID will be valid for one year from this approval.**

Please note, this email serves as your prequalification voucher. You must present this email to the dealership when you purchase or lease your vehicle.

Please let us know if you have any questions or concerns.

Sincerely,

CHEAPR Staff

Center for Sustainable Energy®

Office: (855) 704-6350

cheapr@energycenter.org

drivecheapr.org



Verification Method 2: Verify the Applicant's Prequalification ID on the Dealership Application Portal

- Log in to your dealer application portal and check the applicant's prequalification status on the same day that the purchase or lease agreement is being signed. Once logged in, click on "New Application" in the bottom right of the dealership dashboard. In the pop-up window under the "Search" drop-down, **you must select "Prequalification ID"**. Enter the applicant's prequalification ID and click "Verify". Their prequalification ID is their driver's license number!
- If the customer is prequalified, you will see the following message:

New Customer ×

Verify your customer's eligibility status before starting a new application.

*Search: Prequalification ID ▼

*Prequalification ID: USE DRIVER'S LICENSE # AS PREQUAL ID! Verify

Eligible
This applicant is qualified to receive a CHEAPR Rebate+ incentive in addition to a standard rebate if they meet the program eligibility requirements.

Cancel Start Application

