



Dealership Instructions

Peninsula Clean Energy's [Used EV Rebate Program](#) provides rebates up to \$2,000 to San Mateo County and the City of Los Banos residents for the purchase of used plug-in hybrid electric vehicles (PHEV) or battery electric vehicles (BEV). Customers approved for the rebate are encouraged to purchase vehicles through Peninsula Clean Energy's dealership network, where customers can get the instant rebate through the participating dealership at point-of-sale. To join our dealership network, follow the instructions below.

Steps to Join

1. Email info@peninsulacleanenergy.com with the following documents
 - a. Dealership information form (see page 2)
 - b. Business license
 - c. Seller's permit
 - d. DMV license
2. Our team will review your documents. If approved, we will email you a contract between your dealer and Peninsula Clean Energy. Signatures will be executed electronically via Box Sign.
4. Once the contract is signed, complete a 30 minute online training with us.
5. Officially be added to the Peninsula Clean Energy dealership network. Customers will now be able redeem their rebate instantly at your dealership!

How does the dealership point-of-sale process work?

San Mateo County or the City of Los Banos residents must purchase their vehicle **prior** to submitting for a PCE rebate. This means that customers do not need to receive approval from PCE before purchasing their vehicle. You can get reimbursed it in 5 simple steps:

1. **Verify the vehicle** – to be eligible for the rebate, vehicles must abide by the vehicle eligibility requirements.
2. **Apply the appropriate rebate amount as a down payment** on the sale's contract. The exact rebate will vary based on vehicle type and other criteria; instructions for how to determine the exact amount will be provided.
3. **Open a Rebate Reimbursement Form** – Use [this Formstack link](#) to submit a rebate request (*it is recommended to do this with the customer at the point-of-sale*)
4. **Upload the following documents to the Rebate Request Form**
 - A copy of the sales contract
 - [A Vehicle Buyer Agreement form](#) (*this form is used for the customer to self-attest that their income meets our requirements*)
 - Customer Proof of residency
5. **Receive rebate reimbursement payment** via direct deposit (preferred) or check.



Dealership Information Form

Please provide the information requested below. For questions and/or clarifications, please contact us at info@peninsulacleanenergy.com

Dealership Business Name	Enterprise Car Sales
Dealership Point of Contact*	Bill Lewis
Dealership Point of Contact Email Address*	Bill.Lewis@em.com
Dealership Email Address for the Person who will Sign the Contract via Box Sign (if different from above)	chad.iken@enterprisecarsales.com
Dealership Point of Contact Phone Number*	510-851-2610
Average Number of EVs (PHEV & BEV) in Inventory	12-20
Dealership used vehicle return window – if applicable	7 Days
Notes/Comments	We have 4 operating dealerships here in the Bay Area who all share inventory with customers at no additional costs. We have Redwood City, Concord, Santa Clara and San Leandro

*If your dealership would like to list more than one point of contact, please provide additional names and contact information.