

Client Information about the Weatherization Application Process:

This is a list of eligibility and documentation requirements –

- Applicant must live in house
- Home cannot have been worked on since October 1994
- Proof of ownership - Deed or Title (must be in applicant or spouses name) or provided by landlord (property owner) if rental
 - Please request information about what is required of Landlord (property owner) if dwelling is not owner occupied
- Photo ID or DL for client and authorized representative
- Copies of Social Security cards for all household members
- Current electric (and gas) bill with account number(s)
 - If utilities are not in the clients name verification of responsibility must be obtained
- Income must not exceed 200% of poverty
- Proof of income for all household members for previous month
 - Zero income form is required for all persons 18 and over declaring zero income (if entire household declares zero income the form MUST be notarized)
 - Employer verification form must be completed in absence of other adequate documentation
- Disability verification

NOTE: If priority points are given for disability for any household member a Social Security Disability award statement or completed Verification of Disability form must be obtained

- Please request additional information about disability documentation requirements

Once all the required documentation is obtained an application will be processed by the agency. Signatures will then be obtained by the applicant and the property owner (if applicable). After the application is processed and all the signatures are obtained the client will be provided and acknowledge receipt of all forms/documents and be informed of their ranking on the waiting list.