



Weatherization Assistance Program

Prospective Client,

Thank you for your interest in the Weatherization Assistance Program (WAP). Enclosed is an application. If you are interested in determining whether or not you qualify, please complete in full and sign the application and return it to our office along with the following documents:

- 1) **Proper Identification of Everyone Living in the Home** - This includes copies of government issue **photo ID and social security cards**. For each child 18 or younger, please include documentation of date of birth (e.g. birth certificate), and current school grade.
- 2) **Proof of Income** - This should include income documentation for **everyone living in the home for the last 12 months**. (e.g. **a copy** of the following: check stubs, verification notices from Social Security or other agencies, alimony, and/or a copy of your most recent tax returns)
- 3) **Proof of Ownership** - For a site built home, documentation can include a **copy** of the property tax statement, or the deed. Mobile Homes must include a Bill of Sale or the Title.
- 4) **Proof of Residency** - This must include **copies** of your most recent electric and/or gas bills showing **your** name and address. **Also please include (if applicable) a summary from both the Electric and Gas companies showing the last 12 months of gas and electricity usage.**
- 5) **Property Report Card** - This document can be obtained from your local court house. Or any other documentation stating the **date your home was built** is acceptable. Note: Not applicable for Mobile Homes.
- 6) **Do you receive Energy Assistance (LIHEAP)?** – If so, please provide current documentation of payment.

NOTE: Your application for assistance will be incomplete without all of the above supporting documentation. Once you have completed and signed the application, **send the completed application and all documentation** to the address shown below.

If you are selected for assistance, you should know that the WAP is solely intended to decrease energy loss in your home, therefore decreasing your utility bills. This is not a home repair service. We will not perform any work when other repairs hindering weatherization work are to be completed in advance. Such repairs (if needed) will be clearly defined for the homeowner. The WAP is provided at **no cost** to qualifying clients and homes as long as funding is available.

If you have any questions regarding the program or its application, please feel free to call our office at the number listed below.

Sincerely,

The Weatherization Assistance Program