

HomeWise Weatherization Application Instructions

Thank you for your interest in the City of Seattle's HomeWise Weatherization Program which may provide free energy conservation improvements to your property. To apply for Weatherization Services, you must complete and send in the attached forms:

1. Weatherization Application Complete attached HomeWise Weatherization application includes these forms:
 - Declaration of No Income Form (complete this form if you do not have income for the previous 3 months. Each household member age 19 years or older with no income must complete a form.
 - Seattle City Light Utility Release Form
 - Puget Sound Energy Utility Release Form (complete form **ONLY** if you have a gas furnace)
2. Please submit a copy of your US Birth Certificate(s), or Social Security card(s), or qualified alien documents for all household members, if possible. (Contact us for a list of acceptable qualified alien documents). Some, but not all, of our funding requires these documents. *Even if you can't provide these documents, please apply. We may still be able to serve you.*
3. Income documents: Send copies of income documents for previous 3 months: To qualify, your income must not exceed our Income Guidelines (see back of this page). **DO NOT SEND LAST YEAR'S TAX** information.

Send copies of income documents such as these from list below:

- **Paycheck stubs** (these documents must show your name and address)
- **TANF** (Public Assistance payments)
- **Child Support Income:** send copy of checks **and** copy of full Divorce Decree
- **Pension/retirement income** - Form or letter must be dated with **current** year payment information
- **Social Security** payment information: send copy of Benefits form or letter from Social Security showing **monthly** payments. Do not send 1099 Form. Your copy must show name and address of recipient, call 1-800-772-1213 or request on-line at <https://secure.ssa.gov/apps6z/BEVE/main.html>
- **Unemployment payments** - Send Claim History from Employment Security Dept. call our office to request form. Fill out form, have them return it to you, then send it with your HomeWise Weatherization application.
- **Self-employment income** - Call our office to request Self Employment Income Worksheet. Please attach applicable forms, proof of income, and receipts per instructions.
- **Interest income deposits** – Send copies of full bank statements (all pages), do not cross out information on statement.

REMINDER: ALL copies of income documents must be for the previous 3 months of applying.

4. **Verification of Residency.** Select **one** from the list below, make a copy and send with your application.
 - Current Seattle City Light bill, Puget Sound Energy bill, or fuel bill in the applicant's name
 - Mortgage payment receipt
 - Current Lease/rental agreement or statement from landlord
 - Mobile Home Residents: If you live in a mobile home, you must also send a copy of your State of Washington Vehicle Certificate of Ownership (Title)

CONTINUED ON BACK PAGE

Mail us your completed & signed weatherization application with copies of income to:

City of Seattle, Office of Housing
 PO Box 94725
 Seattle, WA 98124-4725

No faxed or electronic copies will be processed. All applications provided to our office is kept confidential. Processing of applications may take approximately 1–2 weeks.

We will send you a letter as soon as your application is approved. If you have any questions, or want to check on the status of your application, call 206-684-0244.

For more information visit our webpage: <http://www.seattle.gov/housing/homeowners/weatherization>

HomeWise Weatherization Program
 2018 Income & Service Territory Guidelines
 (Effective 6/18/18)

Type of Heat		Service Territory		
ELECTRIC		Any Seattle City Light customer, including those located outside the City of Seattle		
GAS AND OIL		ONLY within City of Seattle boundaries		
	Homeowner		Renter	
Household size	Gross Annual Income	Gross Monthly Income	Gross Annual Income	Gross Monthly Income
1	56,200	4,683	42,150	3,512
2	64,200	5,350	48,150	4,012
3	72,250	6,021	54,150	4,512
4	80,250	6,688	60,200	5,016
5	86,700	7,225	65,000	5,416*
6	93,100	7,758	69,800	5,816
7	99,550	8,296	74,600	6,216
8	105,950	8,829	79,450	6,620
*Electrically heated households who have 5 members or more and are outside the City of Seattle have lower income limits than what is listed here. Please call for more information.				

HOMEWISER WEATHERIZATION APPLICATION

Home/Residence Type	Single Family – House <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> 4-plex <input type="checkbox"/> Mobile home <input type="checkbox"/> Condominium <input type="checkbox"/> Townhouse <input type="checkbox"/>				
PROPERTY ADDRESS:				CITY:	ZIP CODE:

HOMEOWNER (Owner occupied) Yes No **HOMEOWNER** lived in home for more than one year? Yes No

Homeowner Name:

Phone #1: cell phone home phone TTY Phone #2: cell phone home phone

For rental properties, you must attach Weatherization Assistance Covenant (completed by owner). Call 206-684-0244 to request complete rental package.

RENTER Name: **RENTER** lived in home for more than one year? Yes No

Phone #1: cell phone home phone TTY Phone #2: cell phone home phone

List Name(s):	List everyone permanently living in the home, include yourself , and children. (attach separate page if more than 5 in household)	Male or Female	Age	Date of Birth	Source of Income (<i>attach copies</i>)	Monthly Income (<i>before deductions</i>)
1						
2						
3						
4						
5						
Total Combined Income						

Do you have a **GAS or OIL furnace?** Whether you use it or not, you must check the appropriate box. **Gas** furnace **Oil** furnace

Do you have an **Electric** furnace **Electric** baseboard heaters **electric** wall heaters portable plug in **electrical** heaters other heat _____

PLEASE COMPLETE BOTH FRONT AND BACK SIDE OF THIS FORM, SIGN & DATE AND ATTACH COPIES OF INCOME DOCUMENTATION

Office of Housing /HomeWise Internal Use Only									
Seattle		King City		Outside City Y/N		House built		Voting Dist.	
Prev. Wx? N/Y		Year Wx		Wx Prev. same owner?					
DHP ONLY Project Y/N		WX Project							
HH<7 Non-LIHEAP		LIWA %		MM %		LIEP %			
Approved by: UW Initials				Date					
Priority		Criteria		Intake Staff		Date			

HOUSEHOLD DEMOGRAPHICS: This information helps us better serve all Seattle residents, it is not a requirement to receive HomeWise services. **If you do not want to fill out this information, check this box**

Is applicant a single female/head of household? Yes No How many years have you lived at this address? _____

Are you a Veteran or surviving spouse? Yes No

How many household members have disabilities? _____ Does anyone in the household have Asthma? Yes No

How MANY household members are:		White	Black African American	Black & White	Asian	Asian Pacific Islander
Native American	Native American & White	Native American & Black	Native Hawaiian	Hispanic	Other Multi-Race	

Is there a water leak into your home? Yes No if yes, where? _____ Do you require roof repairs? Yes No

Is your home undergoing remodeling? Yes No Do you need other major repair work done on your home? Yes No

Do you want an Office of Housing, Home Repair Loan application mailed to you? (Only owner occupied properties may apply) Yes No

How did you hear about our program? Seattle City Light bill Centerstone Minor Home Repair OTHER _____

UTILITY Account Numbers Seattle City Light Acct # _____ Puget Sound Energy Acct # _____

APPLICANT ACKNOWLEDGEMENT

By signing below, I certify that the information provided is complete and accurate. I understand that I may be subject to criminal prosecution if I have knowingly provided false information. I give the City permission to request or release information to other non-profit or government organization for the purpose of providing assistance to me. Such information may include but is not limited to: my application, including income and related documentation, photographs showing before and after condition of the home and weatherization scope of work. Such information may result in my receiving or being denied other City assistance. I authorize the City to enroll me in all City or King County assistance programs for which I am eligible.

For state weatherization programs: I understand that I may request a Fair Hearing if the provision of the above information is not acted on to determine my eligibility within a reasonable time or if I do not receive benefits for which I am eligible.

The utility company(s) may release past and future consumption information on my household to OH HomeWise Program. If determined that I am eligible for service, I grant permission to the City of Seattle, its staff and contractors to gain access to this property for audit, installation and inspection purposes. In the case that work requires subsequent inspection from Seattle City Light or the State of Washington, I agree to provide access for these audit purposes.

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Signature _____ **Date** _____ **Phone Number** _____

e-mail address: _____

*Mail these forms, and copies of required documents (see Application Instructions) to: **City of Seattle - Office of Housing PO Box 94725, Seattle, WA 98124-4725.** We will send you a letter when your application is approved. All applications provided to City of Seattle-Office of Housing Homewise Program is kept confidential. Processing of applications may take approximately 1 – 2 weeks.*

This form is required by each household member age 19 years or older if they have no income.

Applicant Declaration of No Income

I, _____, do hereby declare that I have not received any income for the months of:

1. _____ 2. _____ 3. _____

The reason that I have had no income for the months listed above is as follows:

I have been meeting my basic living needs for food, shelter and utilities in the following way:

Food: _____

Shelter: _____

Utilities: _____

I certify that the information contained above is complete and accurate to the best of my knowledge. I understand that I am signing this statement under penalty of prosecution if I knowingly give false information, which results in assistance received for which I am not eligible.

Client Signature/Date

Agency Representative/Date

NOTARY

State of Washington
County of _____

I certify that I know of have satisfactory evidence that _____
Is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

(Signature)

Notary Seal or Stamp

County Notary Resides

My appointment expires: _____

SEATTLE CITY LIGHT

Utility Information Release Form

SUBJECT: AUTHORIZATION TO RELEASE ENERGY USE AND BILLING INFORMATION

PURPOSE: The HomeWise Program uses billing data information to track actual energy savings resulting from weatherization. The energy savings achieved through the HomeWise Program are calculated to assess program impacts, increase accountability, and improve future weatherization work. To accurately calculate energy savings the HomeWise Program needs energy use and billing information five years prior to weatherization and five years after weatherization. This release form authorizes the HomeWise Program to obtain and use energy use and billing information from only this customer at this residence for up to a ten year period for the following uses:

- **Determining household energy use before and after weatherization.**
- **Determining which weatherization measures to provide.**

NOTE: All release information will be kept confidential and will only be used by the HomeWise Program and only for the mentioned uses.

TO SEATTLE CITY LIGHT:

PLEASE RELEASE ENERGY USE AND BILLING INFORMATION TO:

City of Seattle Office of Housing HomeWise Program

Organization

FOR THE PURPOSE OF ASSESING ENERGY USE AND/OR SAVINGS:

- **Release historical billing data for a maximum five years prior to the date at the bottom of this release to a maximum of five years after this date.**
- **Release historical billing data for all of the following sites, accounts and meters:**

Account and/or Meter Number

Service Address

Customer Signature

Date

Print Name

Phone Number

Complete this form ONLY if you have a gas furnace.



Puget Sound Energy Residential Utility Release Authorization

PSE Contact
RESIDENTIAL ENERGY EFFICIENCY SERVICES
P.O. BOX 97034 (EST-10W)
BELLVUE, WA 98009-9942
VIA FAX: 425.456.2706
Email Address

CUSTOMER INFORMATION:	
First Name:	PSE Account Number: <input type="text"/>
Last Name:	
Service Street Address:	
City:	Zip Code:

SUBJECT: AUTHORIZATION TO RELEASE ENERGY USE AND BILLING INFORMATION	
PLEASE RELEASE ENERGY USE AND BILLING INFORMATION TO:	
Recipient Office of Housing	Company or Organization HomeWise Program
Mailing Address: PO Box 94725	
City: Seattle	State: WA Zip Code: 98124
Phone Number:	Email:

I have elected to participate in certain Puget Sound Energy (PSE) energy efficiency programs designed to help me better manage my energy consumption. By signing below, I authorize PSE to provide my contact and customer account information, including my billing and energy usage information, for a period not to exceed 36 months from the below date, to the above named company/organization and such independent third-party evaluator(s) and pre-authorized contractor (s), as may be necessary to evaluate energy savings, to arrange for no-obligation estimate(s), and quality assurance. However, I understand that this information will not be provided to any third party for general marketing purposes. I also agree to the direct installation of qualifying energy efficiency upgrades associated with program(s) in which I elect to participate, and I acknowledge that PSE may inspect the work performed in association with such program(s). I further agree that PSE has made no implied or express warranties or representations with regard to these products or energy savings from their installation and usage. This is a tariffed service and is subject to change or termination without prior notice.

SIGNATURE REQUIRED:	
Account Holders Signature: _____	Date: _____

Print Form

Clear Form