



HOMES WISE WEATHERIZATION SERVICES

APPLICATION INSTRUCTIONS

To qualify for Weatherization Services you must provide the following:

1. **WEATHERIZATION APPLICATION**: Complete and sign the attached application.
2. **VERIFICATION OF RESIDENCY**: Attach a copy of one of the following:
 - a) Deed/title
 - b) Lease/rental agreement or statement from landlord
 - c) Tax statement
 - d) Driver's license
 - e) Fuel or other utility bill in the applicant's name
 - f) Mortgage payment receipt
 - g) Bank statement

3. **Mobile Home Residents**

If you live in a mobile home, you must also include State of Washington Vehicle Certificate of Ownership (Title)

4. **INCOME DOCUMENTATION**: Attach copies of your monthly income for the past three months.

If you receive income from any of the following sources, make a copy and send them in with your application. Do not send originals.

- Paycheck stubs
- Public Assistance payments: TANF
- Child support income: copy of check or court order
- Pension/retirement income: award letter
- Social Security: award letter or request one on-line
<https://secure.ssa.gov/apps6z/BEVE/main.html> or call 1-800-772-1213
- Unemployment Payment History from Employment Security Department
or contact our office to request form
- Self-employment income: **Contact our office to request form**
- Income received as Interest earned from bank accounts and investments: send copies of complete bank statements (all pages)

If you **do not have income for the previous 3 months**, fill out Declaration of No Income Form. Each household member age 18 years or older who have no income must complete form (attached)

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5. Complete the Seattle City Light Utility Release Form (attached)
6. Complete the Puget Sound Energy Utility Release Form (if you do not have a gas furnace disregard this form)
7. **Mail HomeWise Weatherization Application and copies of required documentation to:**

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

/or/

Hand deliver to:

City of Seattle
Office of Housing
Seattle Municipal Tower
700 Fifth Ave., Suite 5700
Seattle, WA 98104

All applications are processed in approximately 1 – 2 weeks.

All applications provided to City of Seattle-Office of Housing HomeWise Program is kept confidential.

**City of Seattle
 HOMEWISE Weatherization Program
 2014 Income Guidelines
 (Effective 1/2/2014)**

Ownership Occupancy	Single Family/ OWNER OCCUPIED ONLY		Single Family 1-4 Unit Rentals, & Multi- Family Rentals (5+)		Single Family & Multi Family Renters & Owners		Single Family/ OWNER & RENTALS	
Type of Service	Weatherization & Ductless Heat Pump Program		Weatherization & Ductless Heat Pump Program		Weatherization		Weatherization & Ductless Heat Pump Program	
Heat Source	ELECTRIC HEAT		ELECTRIC HEAT		GAS & OIL FURNACE		ELECTRIC ONLY	
Service Area	Seattle Addresses only		Seattle Addresses Only		Seattle Addresses Only		Seattle City Light customers (properties outside of Seattle City limits)	
Household Size	*Gross Income Annual Income does not exceed this amount	*Gross Income Monthly Income	*Gross Income Annual Income does not exceed this amount	*Gross Income Monthly Income	*Gross Income Annual Income does not exceed this amount	*Gross Income Monthly Income	*Gross Income Annual Income does not exceed this amount	*Gross Income Monthly Income does not exceed this amount
1	44,750	3,729	37,080	3,090	25,521	2,126	44,750	3,729
2	51,150	4,262	42,360	3,530	33,373	2,781	51,150	4,262
3	57,550	4,795	47,640	3,970	41,226	3,435	57,550	4,795
4	63,900	5,325	52,920	4,410	49,078	4,089	63,900	5,325
5	69,050	5,754	57,180	4,765	56,931	4,744	69,050	5,754
6	74,150	6,179	61,440	5,120	64,783	5,398	74,150	6,179
7	79,250	6,604	65,640	5,470	69,860	5,821	79,250	6,604
8	84,350	7,029	69,900	5,825	77,780	6,481	84,350	7,029
*Total gross income of household, BEFORE taxes and deductions.								