



**HomeWise Weatherization Program
Application Instructions**

Thank you for your interest in our HomeWise Weatherization Program. Apply for possible FREE home improvements to make your home more energy efficient, comfortable, and less expensive to heat. Please review the instructions below. To qualify, your income must not exceed the Income Guidelines (see Page 3).

If you have any questions, please call 206-684-0244.

Please apply by completing the attached forms 1-5, and send copies of documents listed below #6, #7, & 8

1. HomeWise Weatherization Application
2. 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.
3. Seattle City Light Utility Release Form
4. Puget Sound Energy Utility Release Form (complete form only if you have a gas furnace)
5. COVID-19 Protection Plan Permission to Proceed - Resident

Also, send a copy one of the following from each household member(s):

6. **US Birth Certificate(s), Social Security card(s), passport**, with your current name, or **qualified alien documents** (call our office if you need the list of qualified alien documents).

If you can't provide any one of the items listed above, attach a brief note explaining why you didn't send the copy. Even a simple note stating you've lost your copies will be accepted. We may still be able to serve you without a copy. However, the services you receive may be limited due to our various funding requirements. Please call if you have any questions.

7. **Income documents:** Review the list below, send only those from the list below that apply to you. Send copies of income documents from previous 3 months including yourself and all persons in your household from the following list:

- **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 from the company you receive payment. Send most current letter with payment information.
- **Social Security payment information**
Send copy of Benefits form or letter from Social Security showing **current year** monthly payments. Do not send 1099 Form. Your copy must show name and address of recipient, call 1-800-772-1213 or go to their webpage: <https://www.ssa.gov/myaccount/>
- **Unemployment payments/ Claim History from Employment Security Dept**
Send copy of your records from Employment Security Dept. (website) <https://esd.wa.gov/newsroom/public-records>, or call our office to request this form. Have them return it to you, then send it with your HomeWise Weatherization application.
- **Self-employment income**
Call our office to request the Self Employment Income Worksheet. Attach applicable forms, proof of income, and receipts per instructions.
- **Bank Statements**
Send copies if this applies to you, 1) if you have drawn from investment accounts within the last 3 months (example: IRA, and/or CDs). Send all pages, do not cross out information 2) self employment payment deposits.

Instructions continued on next page

8. Verification of Residency

Make a copy of one of these items listed below, 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)

Mail your completed application to:

City of Seattle, Office of Housing
HomeWise Weatherization Program
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 4–6 weeks. Once approved you will receive a notification letter.

A letter will be sent to you as soon as your application is approved. For more information about Weatherization services, visit our City of Seattle webpage: <http://www.seattle.gov/housing/homeowners/weatherization>

**City of Seattle Office of Housing
HOMEWISE WEATHERIZATION PROGRAM**

Servicing ALL Seattle City Light (SCL) customers living in Seattle with **ELECTRIC HEAT** (main heat) including those properties located outside Seattle & SCL customers only

Servicing **ONLY** properties within City of Seattle boundaries with **GAS or OIL** heated homes (main heat)

2021 INCOME GUIDELINES
Total gross income must not exceed income limits below:

Household size	Homeowner		Renter	
	80% AMI		60% SMI	
	Annual Income	Monthly Income	Annual Income	Monthly Income
1	61,800	5,150	31,752	2,646
2	70,600	5,883	41,521	3,460
3	79,450	6,620	51,291	4,274
4	88,250	7,354	61,061	5,088
5	95,350	7,945	70,831	5,902
6	102,400	8,533	80,601	6,716
7	109,450	9,120	82,432	6,869
8	116,500	9,708	84,264	7,022

* 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.