



**CLEAN HEAT & WEATHERIZATION PROGRAM**  
(for oil heated homes only)

**Program Information & Income Qualification Chart**

Since 1980, the HomeWise Weatherization program has offered home improvement services to income eligible households, helping thousands to decrease their energy bills and increase their comfort and safety. Services are provided through federal, state and local utility funding. All weatherization work is contracted and managed by the HomeWise Program and is FREE of charge for eligible households.

1. See if you are income eligible for HomeWise services (Page 2)
2. Complete the Clean Heat & Weatherization application and send copies of required documents.
3. Homewise will review your application for eligibility and notify you in writing.
4. If you are eligible, we will call you to schedule a date and time for a comprehensive home energy audit conducted by our well-trained and certified HomeWise Property Rehabilitation Specialist (auditor).
5. HomeWise staff will identify possible improvements in energy savings, reducing your heating costs, and utility bills.
6. HomeWise selects and manages a specialty and/or general contractor(s) to perform the work.
7. All the work we provide is required to be inspected at completion, and HomeWise pays the contractor.

The HomeWise Weatherization Program provides FREE energy efficiency improvements to qualified homes, increasing comfort, and saving money. Utilities are one of a household's greatest expenses. For more information visit our website: <http://www.seattle.gov/housing/homeowners/weatherization>

Improvements might include:

- Energy audits
- Insulation
- Replacement of bath, and/or kitchen fans when necessary
- Air sealing (preventing of drafts, and heat escaping in areas of home)
- replacing an oil furnace with an electric heat pump system

This program **doesn't** provide repair or replacement of new windows. We suggest you apply towards our home repair loan program [Home Repair - Housing | seattle.gov](http://www.seattle.gov/housing/homeowners/repair)

The Clean Heat type services is the portion of the project to replace an oil furnace with an electric heat pump system. With an approved application, there is no cost to the owner, it is a free program. For more information about our program please visit our website <http://www.seattle.gov/housing/homeowners/weatherization/oil-to-electric-program>

*Processing of applications may take approximately 4 to 6 weeks.* Send your completed application with required documentation to:

**City of Seattle-Office of Housing**  
**PO Box 94725**  
**Seattle, WA 98124-4725**  
**Attn: Weatherization applications**

PO Box 94725 | Seattle, WA 98124-4725 | 206-684-0244 | <https://www.seattle.gov/housing/homeowners/weatherization>

**Income Limits**

The Office of Housing's weatherization program uses different income eligibility thresholds for renter occupied and owner-occupied housing: 60% and 80% of area median income, respectively. Specific dollar limits for each affordability category vary by total number of people living in the household whether related or not.

However, if you live outside of Seattle jurisdiction such as Burien, Federal Way, Shoreline, we cannot accept your application. Please contact King County Housing Authority Weatherization (206) 214-1240.

<b>OIL HEATED HOMES</b>		
Servicing properties <b>only</b> within City of Seattle boundaries, and must be Seattle City Light customers.		
<b>2023 INCOME GUIDELINES</b> Effective: 11/7/23 Total combined income must not exceed the gross income limits below (before deductions).		
<b>Monthly Income Limits</b>		
<b>Household size*</b>	<b>Owner</b>	<b>Renter</b>
<b>1</b>	5,887	5,887
<b>2</b>	6,729	6,729
<b>3</b>	7,570	7,570
<b>4</b>	8,407	8,407
<b>5</b>	9,158	9,158
<b>6</b>	9,753	9,753
<b>7</b>	10,428	10,428
<b>8</b>	11,100	11,100
<b>* Household size means everyone living in the home whether related or not.</b>		

**CLEAN HEAT & WEATHERIZATION PROGRAM**  
**DOCUMENT CHECKLIST EXPLANATION**

The following is a description of all forms required for a complete application.

1. **Document Checklist**
2. **Resident Information.** This form must be completed listing all persons living in your home, whether related or not, and list renters.
3. **Homeowner Oil Tank Decommissioning Agreement.** You must choose which option you want to decommission your oil tank. Please indicate if you have an above ground oil tank, or is it below ground?
4. **Policy copy showing you have registered our oil tank with Washington Heating Oil Storage Tank Pollution Insurance Policy from State of Washington (WA) Pollution Liability Insurance.** Send copy of your registration with State of Washington PLIA. It must include: your name & address, effective date and registration.
5. **Document proof from State of Washington (WA) Pollution Liability Insurance your oil tank isn't registered.** Send a copy of document received from State of WA.
6. **Warranty & Inspections Client Release Form.** Refer to Client's copy enclosed.
7. **Seattle City Light Utility Release Form** Homeowner agrees to allow Seattle City Light to provide a survey towards energy savings for those who receive Weatherization type improvements to their home.
8. **Applicant Declaration of No Income Form** (optional, don't send if you have income)  
  
Send only if haven't receive income for the last 3 months. Each household member, age 19 years or older with no income must complete a form. If you have more than one individual with no income in the household, call us for additional forms.
9. **Self-employment Worksheet** (optional do not send if you are not self-employed).  
If you are self-employed, attach this form (Page 9 & 10), along with copies of applicable forms: proof of income, and receipts per instructions.

**ALL residents living in your home, including renters must send copies of their income. Send only those items that apply to you from the list below:**

10. **Income documentation (copies). Send in copies of your income documents from the list below:**  
**Paycheck stubs** (these documents must show your name and address)  
**Bank Statements (send only** if you have drawn from investment accounts within the previous 3 months from date of applying. (example: IRA, and/or CDs). Send all pages, don't cross out information on the statements.  
**TANF** (Public Assistance payments)  
**Child Support Income:** send copy of checks and copy of full Divorce Decree  
**Pension/retirement income**  
 Send form or letter from the company you receive payments. Send most **current year** 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/>

**CLEAN HEAT & WEATHERIZATION PROGRAM**  
**DOCUMENT CHECKLIST EXPLANATION**

**Unemployment payments/ Claim History from Employment Security Dept**

Send copy of your records from Employment Security Dept. <https://esd.wa.gov/newsroom/public-records>, or call our office to request this form. They must return their form or letter to you. Then you send it with your fully completed HomeWise Weatherization application.

**11. Verification of where you live.**

Send a copy of **one** of the following items listed below. The document must be current and must show applicant's name and address).

- Current Seattle City Light bill, Puget Sound Energy bill, or fuel bill
- Mortgage payment receipt
- Current Lease or rental agreement from your 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)

**12. Residence verification document.** The copy of this document must have your current name.

- U.S. Birth Certificate(s),
- Social Security card(s)
- Passport (s)
- Qualified alien residence card documents.

Call our office if you need a list of other acceptable alien residence documents.

If you choose not to include a copy of one of the documents listed on item #12 (above), we can still accept your application without it. However, it might result in fewer home improvements available to you. We will accept your comment (for example: "I don't have a copy."). Please complete item #12 on **Document Checklist**.



**Warranty & Inspections  
Client Release Form**

Property address:

If you are eligible to receive City of Seattle, Office of Housing (OH) home improvement services, the work will be performed by a qualified OH approved licensed contractor. All work, upon completion, will be inspected by OH and will carry a one (1) year warranty.

**Owner and/or Resident Acknowledgement**

**Indemnification:** I hereby release and pledge to hold harmless, indemnify and defend City of Seattle, Office of Housing (OH), it's agents, elected and appointed officials, servants and employees (collectively, "Indemnified Parties"), harmless from and against any liability and all claims for injuries, sickness or damage to persons or property of whatsoever kind or character in connection with the work, or any act or eventuality arising from this work, performed by any of the Indemnified Parties and any business contracted by any of the Indemnified Parties to perform work in the home located at the address listed above.

**Attest** by signing below, I agree to provide access to my home (address listed above) by the HomeWise Property Rehabilitation Specialist (auditor), program contractors, their crew members for purposes of auditing, testing, installing a heating system, improvements listed on work order, and follow-up inspection(s). I hereby release and hold harmless OH, and its employees, from any liability in connection with the work.

If this property is jointly owned by more than two (2) individuals, please attach additional page, listing all legal owner's names, signatures, and date signed.

(print) owner's name	date
owner's signature	
(print) owner's name	date
owner's signature	
(print) renter's name	date
renter's signature	
(print) renter's name	date
renter's signature	

**CLIENT COPY**





City of Seattle, Office of Housing
Clean Heat Program
Homeowner Oil Tank Decommissioning Agreement

Property address:

Owner's Name(s) (print)

I have insurance with Washington State Pollution Liability Insurance Agency (PLIA) Yes \_\_\_\_\_ No \_\_\_\_

Please indicate below where your oil tank is located?

I have a below ground heating oil tank \_\_\_\_\_ I have an above ground heating oil tank \_\_\_\_\_

Those who have an above ground oil tank, please describe where it is located: \_\_\_\_\_

I understand that my participation in the Clean Heat Program is subject to the following agreement:

1. I must:

- Provide documented proof I have registered, includes effective date and registration number, of an active Washington Heating Oil Storage Tank Pollution Insurance Policy, administered by the Pollution Liability Insurance Agency (PLIA) https://plia.wa.gov/heating-oil-pollution-liability-insurance-program/, call (800) 822-3905 or (360) 407-0520. This policy must be active prior to July 2, 2020.

OR,

- I must provide proof of no insurance by providing a letter, or other documentation from PLIA stating that I do not have an active policy, nor were ever registered.

2. I understand that the City of Seattle (City) will decommission my below ground heating oil tank, by:

- Either filling in place, if below ground, in accordance with Section 5704.2.13 of the Seattle Fire Code. https://www.seattle.gov/Documents/Departments/Fire/Business/5962CAMDecommisionOilTanks

3. RELEASE AND INDEMNIFICATION: I hereby release and pledge to hold harmless, indemnify and defend City of Seattle, Office of Housing (OH), it's agents, elected and appointed officials, and employees (collectively, "Indemnified Parties"), harmless from and against any liability and all claims for injuries, sickness or damage to persons or property of whatsoever kind or character in connection with the work, or any act or eventuality arising from this work, performed or contracted by any of the Indemnified Parties to perform work in the home located at the address listed above. The foregoing release and indemnity is an important part of the consideration for the City's agreement to contract to decommission the tank. I understand the City will bear the cost of the contract and permits to decommission the tank, but the City is not a guarantor of performance and shall not be responsible for any acts or omissions of the contractor hired to perform such work.

CLIENT COPY
(keep these copies for your records)

**City of Seattle, Office of Housing Clean Heat Program  
Homeowner Oil Tank Decommissioning Agreement  
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4. I acknowledge that I have been furnished information on the Heating Oil Pollution Liability Insurance Program and Loan and Grant Program administered by the PLIA agency.
5. I understand that the City will not proceed with the decommissioning of my heating oil tank if there is any evidence of a prior or active oil leak. **Further, in such case, my Oil to Electric conversion will be put on hold unless I decide that I will have my tank removed along with any contaminated soil.** I understand I will be responsible for the removal of my tank and any costs related to remediation. If I am insured, I understand the removal of contaminated soil may be addressed by my PLIA insurance. If I do not have PLIA insurance, and I decide to remove my oil tank, I understand those costs will solely be my responsibility. Grants and loans may be available through the PLIA Loan and Grant program with more information at: [www.plia.wa.gov](http://www.plia.wa.gov) . This is a program administered by the WA State Pollution Liability Insurance Agency and not the City of Seattle.

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**The City of Seattle Office of Housing will only pay for options in paragraphs #1 & #2:**

**Homeowner must initial one of the paragraphs 1 through 4 options below:**

1. \_\_\_\_\_ I elect and hereby provide all necessary permission to have my **below ground heating oil tank** decommissioned by leaving it underground, and Office of Housing will pay a furnace company to remove the oil, and then fill the tank with material such as; sand or foam, and will then no longer usable.

**I knowingly accept the risk that there may be an undiscovered oil leak and that by decommissioning my oil tank in place I will waive the potential to have coverage under PLIA (only this option is covered by the City).** I also understand there is the possibility that my oil tank system may have leaked in the past. I further understand that I may be held liable for cleanup costs if there has been an oil leak in the past and that an oil leak could affect my property value. I further understand that the City won't conduct any testing to determine whether an oil leak may have occurred. Finally, I understand that if I have Pollution Liability Insurance under PLIA, it will expire 30 days after the tank is disconnected from the furnace which means I will not have PLIA coverage if a prior oil leak is found in the future.

2. \_\_\_\_\_ **I have an above ground oil tank and to participate with this program, I must choose to have it removed from my property,** I understand that I have 30 calendar days from the date the tank is disconnected from the furnace to file a claim with PLIA if there is contamination from an oil leak. I understand that the City of Seattle is not affiliated with PLIA and that I will be responsible for any communications and negotiations with PLIA. I understand that, if an oil leak is discovered during my elective oil tank removal, the City of Seattle will not be responsible for any contamination clean-up or related costs, or for any coverage exclusions, policy coverage limits, or liability under my policy with PLIA.

**CLIENT COPY  
(keep these copies for your records)**



**City of Seattle, Office of Housing  
 Clean Heat Program  
 Homeowner Oil Tank Decommissioning Agreement  
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**The City won't pay for the options in paragraph 3 & 4 below:**

3. \_\_\_\_\_ I elect to have my **below ground heating oil tank removed and I am insured by PLIA.** I also understand I am required to contract directly with a furnace contractor/service provider to remove my oil tank, and I am responsible for the cost of removing my oil tank. Further, I understand that I have 30 calendar days from the date the tank is disconnected from the furnace to file a claim with PLIA if there is contamination from an oil leak. I understand that the City of Seattle is not affiliated with PLIA and that I will be responsible for any communications and negotiations with PLIA. I understand that, if an oil leak is discovered during my elective oil tank removal, the City of Seattle will not be responsible for any contamination clean-up or related costs, or for any coverage exclusions, policy coverage limits, or liability under my policy with PLIA.
  
4. \_\_\_\_\_ I elect to have my **below ground heating oil tank removed and I am not insured by PLIA.** I also understand I am required to contract directly with a furnace contractor/service provider to remove my oil tank, and I am responsible for the cost of removing my oil tank. I understand that, if an oil leak is discovered during my elective oil tank removal, the City of Seattle will not be responsible for any contamination clean-up or related costs.

**OWNER SIGNED ACKNOWLEDGMENT:** By signing below, I understand the Agreement, and as the legal owner(s) of the property, have initialed the corresponding paragraph my decision with regard to the heating oil tank. If the property is owned by multiple owners, each owner needs to sign below, attach an additional page if necessary.

(print) owner's name	Date
owner's signature	

(print) owner's name	Date
owner's signature	

**CLIENT COPY  
 (keep these copies for your records)**