



HomeWise Weatherization Application Required Documents Checklist

Note: You must include this checklist in your application

☐ **1. Document Checklist**

Please attach this document checklist with your application (located on Pages 1 through 3) to make sure you're submitting all the required documents. **Check off the boxes on the left** of the page after you attach the required documents you are sending to apply.

☐ **2. Resident Information**

The Resident Information form (located on Pages 4 through 6) must list all the people that live in your home or rental, whether they are part of your family or not.

☐ **3. Homeowner Oil Tank Decommissioning Agreement Form**

The Decommissioning Agreement Form (located on Pages 8 through 10) must be completed if you have an oil-heated home and want to convert to electric heating. On this form, you must choose which option you want for decommissioning (to remove or clean and fill) your oil tank **and** tell us where your oil tank is located.

☐ **4. Oil Tank Registration with the State of Washington Pollution Liability Insurance Agency (PLIA) Documents**

If: Your oil tank is <u>not</u> registered with PLIA	Then: You must send a verification letter from PLIA that your oil tank is not registered .
If: Your oil tank <u>is</u> registered with PLIA	Then: You must send a copy of your registration form from PLIA as proof that your oil tank is registered .
To request verification from PLIA, whether your oil tank is registered or not , use the following link: https://plia.wa.gov/heating-oil-pollution-liability-insurance-program - OR - Call: (800) 822-3905 or (360) 407-0520	

☐ **5. Verification of Address**

You must send us a copy of **one** of the options listed below to verify your home address. The document you send must be recent and show the applicant's full legal 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, then you must also send a copy of your State of Washington Vehicle Certificate of Ownership Title.

☐ **6. Residence Verification Document(s)**

All the people in your household must send **one** of the items listed below to include with your application. If you have more than two people in your home, please attach a separate page.

***Disclaimer:** If you choose not to include a copy of the documents listed below, we can still accept your application. However, you'll need to write a comment below explaining why you'd prefer not to include these documents. For example: "I don't have a copy of my birth certificate."

If you do not send one of these documents, you may not qualify for as many home improvements.

- ☐ U.S. Birth Certificate(s) ☐ Social Security Card(s) ☐ Passport(s) ☐ Qualified Permanent Residence Card Document(s)

Note: Please call our office if you need a list of other options for acceptable permanent residence documents.

Comment: _____

Comment: _____

☐ **7. Income Documentation**

Everyone living in your home, including renters, must send copies of their income. Only send the items that apply to you from the list below:

If: You have Earned Income (Examples: Paystubs, Paychecks, or Wages)	Then: You must send at least the last three (3) months of copies of your most recent pay stubs. These documents must include your full legal name and address.
If: You've withdrawn from any Investment Accounts within the past three (3) months from the date of applying. (Examples: IRAs or CDs)	Then: You must mail copies of your Bank Statements. Please send us all the pages in your statements and do not cross out any information on the statements.
If: You receive any of the following Public Assistance Payments: ➤ Temporary Assistance for Needy Families (TANF) ➤ Refugee Cash Assistance (RCA) ➤ General Assistance Programs (GAU)	Then: You must send copies showing at least three (3) months of proof of these payments.
If: You receive Child Support Income	Then: You must send copies of the checks you've received for at least three (3) months.



If: You receive Pension or Retirement Income	Then: You must send copies of the checks you've received for at least three (3) months.
If: You receive Unemployment Payments or Claims from the Employment Security Department	Then: You must send a copy of your records from the Employment Security Department. You can request a copy of your record or claim history by visiting their website: https://esd.wa.gov/newsroom/public-records - OR - You can call our office to request this form.
If: You receive Social Security or SSI Payments	Then: You must send a copy of your benefits letter or form showing the current year's monthly payments . The copy of your benefits letter or form must show your full legal name and address. Do not send your 1099 Form. To request a copy of your benefits letter or form, visit the Social Security Administration's website: https://www.ssa.gov/myaccount/ - OR - Call: 1 (800) 772-1213
If: You receive Rental Income (Examples: renting out a room on your property, owning multiple properties, or renting out a detached unit)	Then: You must send a copy of your most recent rental agreement.

☐ **8. Applicant Declaration of No Income**

If: You haven't received income in the last three (3) months - OR - You haven't received income in any one of the last three (3) months	Then: Each household member with no income, aged 18 years or older, must complete the form on Pages 11 and 12. If you have more than one individual in the home with no income, we require each household member to fill out a Declaration of No Income form.
If: You receive income	Then: You do not need to complete the Application of No Income form.

☐ **9. Self-Employment Worksheet**

If: You are self-employed	Then: You must complete the Self-Employment form on Pages 13 through 15. Additionally, you may need to submit more documentation if instructed by our team.
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HomeWise Weatherization Program:

Resident Information

***Disclaimer:** Applicants who use an oil furnace and want to convert to electric heating must live in the City of Seattle. **If your property is located outside of Seattle** (for example: SeaTac, Burien, or Shoreline), contact the King County Housing Authority's Weatherization Program. You can either visit their website at <https://www.kcha.org/wx> or contact their customer service line at (206) 214-1240 to learn more.

If you are a renter, our team will be requesting that you and your landlord complete additional documents after you submit your application.

1. Are you a homeowner or a renter?

☐ Homeowner ☐ Renter

2. Full Name: _____ Email: _____

Phone Number: _____ TTY: _____

What are your Preferred Gender Pronouns?

☐ She/Her ☐ He/Him ☐ They/Them ☐ No Preference ☐ Other: _____

3. Full Name: _____ Email: _____

Phone Number: _____ TTY: _____

What are your Preferred Gender Pronouns?

☐ She/Her ☐ He/Him ☐ They/Them ☐ No Preference ☐ Other: _____

Note: If more than two (2) people own this property, please attach an additional page that lists the following information: All legal owners' names, addresses, and phone numbers.

4. What is your Residence Type?

- ☐ **Single Home or Family Home:** House, usually for one family, that stands by itself.
- ☐ **Duplex:** House or building with two separate living spaces, usually connected.
- ☐ **Triplex:** House or building with three separate living spaces, usually connected.
- ☐ **Fourplex:** House or building with four separate living spaces, usually connected.
- ☐ **Mobile Home:** Home built on a frame that can move or transport to other places.
- ☐ **Condominium:** Shared building where people own units but share common space.



5. How do you heat your home?

- ☐ Gas furnace ☐ Electric furnace ☐ Oil furnace ☐ I have a furnace, but I don't use it

The Oil-to-Electric program converts an oil furnace to an electric heating system. If you have a furnace but don't use it, please explain why and how long it has been since you've used it:

6. If you live within the City of Seattle, you may be eligible to replace your oil furnace with a free electric heating system. Are you interested in this free service?

- ☐ **Yes** (proceed through the entire application) ☐ **No** (skip Homeowner Oil Tank Decommissioning Agreement on Pages 8-10)

7. Property Address: _____

City: _____ Zip code: _____

8. Is this your primary residence?

- ☐ **Yes** ☐ **No**

9. List the full legal names of everyone **permanently** living in the home, whether they are part of your family or not. Include **yourself, other adults, and children**. If more than four (4) people live in your household, attach a separate page listing everyone currently living in the home.

Name:	Preferred Gender Pronouns:	Date of Birth:	Source of Income: (Attach Copies from Income Documentation)	Gross Monthly Income:
1.				
2.				
3.				
4.				
Reminder: You must send copies of your Earned Income for the previous three (3) months (from the month of applying). If you do not have income, complete the "Declaration of No Income Form" attached to this application on Pages 11 and 12.				Total Combined Monthly Income of household:

10. Have you received weatherization services previously?

- ☐ **No** ☐ **Yes**



11. If you are a Seattle City Light (SCL) customer, please provide your Seattle City Light account number.

12. If you are a Puget Sound Energy (PSE) customer, please provide your PSE account number.

13. Does anyone in the household have Asthma? There may be additional services you qualify for.

☐ Yes ☐ No

Please checkmark all that apply to the following questions:

14. How did you hear about our program:

☐ Office of Housing Website ☐ Minor Home Repair ☐ Received a Mailer ☐ King County Weatherization Referral ☐ Seattle City Light Referral

☐ Social Media ☐ Other: _____

Household Demographics

Household demographic information helps us better serve all Seattle residents. Your personal information will not be shared with anyone else.

***Disclaimer:** These questions are optional. Your application will still be processed even if you do not complete this section.

15. Are there any household members that fall under the following demographics (Please select all that apply):

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Hispanic, Latino of any race, or Spanish
<input type="checkbox"/> Middle Eastern or North African	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White	<input type="checkbox"/> Another race or ethnicity (please specify): _____

16. Please let us know which language you'd prefer:

<input type="checkbox"/> Amharic	<input type="checkbox"/> Arabic	<input type="checkbox"/> English	<input type="checkbox"/> Japanese	<input type="checkbox"/> Khmer
<input type="checkbox"/> Korean	<input type="checkbox"/> Laotian	<input type="checkbox"/> Oromo	<input type="checkbox"/> Russian	<input type="checkbox"/> Somali
<input type="checkbox"/> Spanish	<input type="checkbox"/> Tagalog	<input type="checkbox"/> Thai	<input type="checkbox"/> Tigrinya	<input type="checkbox"/> Traditional Chinese
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Language not listed			

17. Are you a single female head of household?

<input type="checkbox"/> Yes	<input type="checkbox"/> No			
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18. Are there any household members with disabilities?

<input type="checkbox"/> Yes	<input type="checkbox"/> No			
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Applicant Acknowledgement

By signing below, I certify that the information provided in this application and the required documentation 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 of Seattle permission to request or release information to other non-profit or government organizations to assist me. This information may include but is not limited to, my application including income and related documentation, photographs showing the before and after condition of my home, and Weatherization's scope of work. Such information may result in my receiving or being denied other City assistance.

For state weatherization programs: I understand that I may request a Fair Hearing if the information I have provided above is not acted on to determine my eligibility within a reasonable time or if I do not receive benefits for which I am eligible. I give the City permission to enroll me in all City or King County assistance programs for which I am eligible.

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

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

Reminder: You must send copies of your income for the previous three (3) months (from the month of applying). If you do not have income, complete the "Declaration of No Income" Form on Pages 11 and 12.

Office of Housing Internal Use Only											
City				Property Built				Voting Dist.#			
Prev. Wx? (Y/N)				Year Wx				Wx Prev. Same Owner?			
DHP ONLY		WX		WX & OTE		Asthma		OTE ONLY		PLIA Effect. Date	
HH<7 Non-LIHEAP				LIWA%				MM%			
Approved by: UW Initials				Date				Proj#			
Priority (Y/N)			Criteria								



**City of Seattle Office of Housing:
Oil-to-Electric Program**
Homeowner Oil Tank Decommissioning Agreement

Section 1: Homeowner Oil Tank Information

1. Do you have insurance with the Washington State Pollution Liability Insurance Agency (PLIA):
☐ Yes ☐ No

2. Where is your oil tank located:

☐ I have a **below-ground** heating oil tank ☐ I have an **above-ground** heating oil tank

If you have an **above-ground oil tank**, please describe where it is located:

Section 2: Program Agreements

I understand that my participation in the Oil-to-Electric Program complies with the following agreement:

1. I must **provide documented proof that I have registered** my heating oil tank for an active Washington Heating Oil Storage Tank Pollution Insurance Policy, administered by the Pollution Liability Insurance Agency (PLIA). The documented proof must include the effective date and registration number of my policy. Your policy must be active before July 2, 2020.

PLIA Contact Information: (800) 822-3905 or (360) 407-0520

PLIA Website: <https://plia.wa.gov/heating-oil-pollution-liability-insurance-program/>

- 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 or was never registered for a policy.

2. I understand that the City of Seattle will decommission my **below-ground heating oil tank**, by filling it in place in accordance with Section 5704.2.13 of the Seattle Fire Code:

<https://www.seattle.gov/Documents/Departments/Fire/Business/5962CAMDecommissionOilTanks>

3. **Release and Indemnification:**

I promise not to hold the City of Seattle, Office of Housing, and/or its agents, officials, and employees responsible for any harm, injuries, or damage that might happen during the work at the home address mentioned. This includes any issues related to the work or any unexpected events that might arise from it. I agree to protect and defend the City and its representatives from any claims or liabilities in connection with the work. This promise is crucial for the City's decision to hire someone to decommission the tank at the specified address. I acknowledge that the City will cover the costs of the



contract and permits for the tank decommissioning; however, the City is not guaranteeing the contractor's performance, and the City is not accountable for any actions or mistakes made by the contractor during the work.

4. I acknowledge that I have been given 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 go on with the decommissioning of my heating oil tank if there is any evidence of a prior or active oil leak. **If that is the case, then 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 that I will need to handle the tank removal and cover any expenses to fix the contaminated soil. 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 be my sole responsibility. Grants and loans may be available through the PLIA Loan and Grant program with more information at: www.plia.wa.gov. This is a program administered by the WA State Pollution Liability Insurance Agency and not the City of Seattle.

Section 3: Decommissioning Options

Please initial **one** of the four options listed below:

The City of Seattle Office of Housing will only pay for Options 1 and 2.

1. _____ **Option 1:** I agree to let the Office of Housing decommission (remove or clean and fill) my underground heating oil tank by leaving it in place. They will hire a furnace company to remove the oil and fill the tank with a material like sand or foam, making it unusable. By choosing this, I won't be covered by PLIA for any leaks. I also understand that my oil tank system may have leaked before. If there was a leak in the past, I might be responsible for cleanup costs, impacting my property value. The City won't do any tests to check for past oil leaks. Finally, I understand that if I have Pollution Liability Insurance under PLIA, it will end 30 days after disconnecting the tank from the furnace, leaving me without coverage if an old leak is found later.
2. _____ **Option 2:** I have an above-ground oil tank and to take part in this program, I need to choose to have it taken away from my property. I know that I have 30 days from the day 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 connected with PLIA and that I am responsible for any communications and negotiations with PLIA. If there is an oil leak found during the removal of my oil tank, the City of Seattle will not be responsible for any contamination clean-up or related costs. I also understand that any coverage exclusions, policy coverage limits, or liability under my PLIA policy are not the City of Seattle's responsibility.



The City Office of Housing will not pay for Options 3 and 4:

3. _____ **Option 3:** I choose to remove my below-ground heating oil tank and I have PLIA insurance. I understand I need to hire a furnace contractor to take out my oil tank, and I am responsible for the removal cost. I know that I have 30 days after the tank is disconnected to tell PLIA if there's contamination from an oil leak. The City of Seattle is not connected to PLIA, and I am responsible for any communications and negotiations with PLIA. If there is an oil leak during the removal, the City of Seattle won't cover cleanup costs, or anything related. Any issues with my PLIA policy, like coverage limits or exclusions, are my responsibility, not the City's.
4. _____ **Option 4:** I choose to have my below-ground heating oil tank removed, and I am not insured by PLIA. I understand I need to hire a furnace contractor/service provider to take out my oil tank, and I am responsible for the removal cost. If there is an oil leak during the removal, the City of Seattle won't cover cleanup costs, or anything related.

Section 4: Owner Signed Acknowledgement

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

Owner's Legal Name (Print): _____

Owner's Signature: _____ Date: _____

Owner's Legal Name (Print): _____

Owner's Signature: _____ Date: _____



Applicant Declaration of No Income Form

To qualify for the Office of Housing's Weatherization Program, you need to send copies of income documentation and this form as proof that your income does not exceed the income guidelines of our program. Each household member aged 18 years or older must complete this form if they have no income. **Note:** This document must be notarized. A notary signature is required on Page 12.

1. Full Name: _____

2. I declare that I have not received any income within these past three months (refer to the chart example below):

1. _____ 2. _____ 3. _____

Current Month Applying	Past Months of No Income
January	October, November, December
February	November, December, January
March	December, January, February
April	January, February, March
May	February, March, April
June	March, April, May

Current Month Applying	Past Months of No Income
July	April, May, June
August	May, June, July
September	June, July, August
October	July, August, September
November	August, September, October
December	September, October, November

3. The reasons I didn't receive income for the months listed above are as follows:

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

Food: _____

Shelter: _____

Utilities: _____



5. I certify that the information I have provided 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.

Your Signature: _____

Date: _____

Notary Signature:

I certify that I know of and have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that they signed this document and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in this document.

State of Washington, County of _____

Your Signature: _____

Date: _____

Notary Seal or Stamp

County Notary Resides:

My appointment expires on:



Self-Employment Income Worksheet

1. Applicant's Name: _____
2. Business Name: _____
3. Business Address: _____
4. Home Address: _____

Important Notes:

- **You must send copies of all self-employment income documentation with this form.**
- Expenses may only be deducted from Income **if a copy of the receipt is included.**
- Allowable expenses that can be deducted from income are listed below within the worksheet **(numbers 4 through 17).**
- The Low-Income Home Energy Assistance Program (**LIHEAP**) does not allow the same business deductions as the IRS Federal Income Tax. Some common IRS deductions **not allowed** for these purposes are:
 - Income Taxes (federal, state, and local)
 - Retirement Investments
 - Personal (non-business) Work-Related Expenses
 - Depreciation, Depletion, and Amortization
 - Entertainment Expenses
 - Net Losses (if a net loss is incurred during any of the months listed, then that month's income will equal zero, not a negative value)

Income	Month 1	Month 2	Month 3
1. Gross Business Revenue			
2. Other Income (specify sources)			
3. Total Gross Income (sum of lines 1 and 2)			



Expenses	Month 1	Month 2	Month 3
4. Cost of Goods Sold			
5. Advertising			
6. Business Insurance, Licenses, and Permits			
7. Medical Insurance Premiums (for medical plans established under this business)			
8. Professional Fees (such as legal, accounting, consulting, etc.)			
9. Office Supplies			
10. Equipment (purchases and rental costs)			
11. Equipment Repairs/Maintenance			
12. Wages & Salaries (only gross wages and salaries paid to employees)			
13. Payroll Taxes (related to wages and salaries paid to employees)			
14. Office Rent or Mortgage			
15. Telephone			
16. Utilities			
Note: For places of business in the home, we do not allow deductions 14 through 16 for business spaces that are used for both personal and business use. These costs may only be deducted if the business space is used exclusively and regularly for business purposes.			
17. Transportation Costs (the larger amount of Option 1 or Option 2)			
18. a. Total Business Miles Driven			
19. b. Total Miles Driven (total miles driven for both business and personal use)			



20. c. Percentage of Miles Driven for Business (divide the miles in line "a" by line "b")			
Itemized Transportation Costs:	Month 1	Month 2	Month 3
i. Gasoline			
ii. Oil & Fluids			
iii. Tires			
iv. Maintenance and Repairs			
v. Vehicle Insurance			
vi. License and Registration Fees			
d. Total Itemized Transportation Costs (sum of lines I through vi)			
Transportation Cost Total Option 1: Multiply line "a" by the standard mileage rate of \$0.670 per mile (as of July 2024)			
Transportation Cost Total Option 2: Multiply line "d" by the percentage of business miles driven in line "c".			
21. Total Expenses (sum of lines 4 and 17)			
Net Profit:			
22. Total Net Profit (difference of line 3 less line 18)			
Note: Net losses are not an allowable expense. If a loss has occurred during any of the months listed, then that month's loss will be counted as ZERO income for that month.			
Total Self-Employment Income (sum of line 19, Months number 1 through 3)			

End of Application