

## WEATHERIZATION PROGRAM

### Program Information & Income Qualification Charts

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 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)
- Furnace repair or replacement

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/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.

In some cases, the weatherization program's geographic span can extend beyond Seattle city limits. Income-eligible households with homes located within Seattle city limits can receive assistance regardless of the way they heat their home (e.g., electricity, gas, or oil).

Income-eligible households who live outside of Seattle city limits but are both Seattle City Light customers and heat their homes with electricity may also receive assistance.

If you have an **OIL FURNACE** and live in **SEATTLE jurisdiction (only)** and are interested in replacing oil furnace with an electric heating system (free program), call 206-684-0244 and ask for the Clean Heat application. 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. For more information about our program please visit our website

<http://www.seattle.gov/housing/homeowners/weatherization/oil-to-electric-program>

<b>ELECTRIC HEATED HOMES</b>			<b>GAS HEATED HOMES</b>		
Servicing <b>electric</b> heated properties inside and outside of Seattle jurisdiction.  Those outside of Seattle jurisdiction must be Seattle City Light customers.			Servicing <b>only</b> properties within City of Seattle boundaries.		
<b>2023 INCOME GUIDELINES</b> Effective: 11/7/23 Total combined income must not exceed the gross income limits below (before deductions).			<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>Monthly Income Limits</b>		
Household size*	Owner	Renter	Household size*	Owner	Renter
1	5,887	4,795	1	5,887	5,887
2	6,729	5,480	2	6,729	6,729
3	7,570	6,165	3	7,570	7,570
4	8,407	6,850	4	8,407	8,407
5	9,158	7,400	5	9,158	9,158
6	9,753	7,950	6	9,753	9,753
7	10,428	8,495	7	10,428	10,428
8	11,100	9,045	8	11,100	11,100
* Household size means everyone living in the home whether related or not.			* Household size means everyone living in the home whether related or not.		

**CLIENT INFORMATION**  
**KEEP THESE PAGES**  
**DON'T RETURN WITH YOUR APPLICATION**



**WEATHERIZATION PROGRAM**  
**DOCUMENT CHECKLIST EXPLANATION**

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

1. **Document Checklist.** Please send this page, and check off required documents you are sending. .
2. **Resident Information.** This form must be completed listing all persons living in your home, whether related or not, and list renters.
3. **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.
4. **Puget Sound Energy Utility Release Form** (not required if you don't have a gas furnace) client agrees to future PSE's survey.
5. **Warranty & Inspections Client Release Form.** Refer to Client's copy enclosed.
6. **Declaration of No Income Form** (optional, do not 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.
7. **Self-employment Worksheet** (optional do not send if you are not self-employed).  
If you are self-employed, attach this form, 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:**

8. **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/>
  - 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.

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**WEATHERIZATION PROGRAM**  
**DOCUMENT CHECKLIST EXPLANATION**

**9. 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)

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

All persons in your household must chose one of the following items to send. If you choose not to include a copy of one of the items below, please provide an explanation on Page 1 of the Weatherization Application, **Document Checklist**.

- 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.").

Write in your comments onto Weatherization Application, Page 1, **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**