



Checklist for Determination of Approval

**FORM
WX12**

Agency: BVCAP CAPLSC CAPMN CNCAP HFHO NENCAP NWCAP SENC

Client Name: _____ Job Number: _____

Address: _____ City: _____ Phone Number: _____

CHECKLIST FOR WEATHERIZATION DETERMINATION FACTORS FOR APPROVALS

Make sure you have the following forms and documents before beginning a weatherization project.

NA

- Signed Weatherization Application Form
- Completed and Signed Basic Intake Form
- Copy of Proof of Home Ownership (Deed, Taxes, or Mortgage Stub)
- Copy of the Mobile Home Title
- Home Information Survey (Client Questionnaire Form WX13)
- Copy of Assistance Letter from Dept. of Health and Human Services (Energy Assistance or ADCX/TANF)
- Completed Landlord Agreement/Permission
- Income Verification
 - Most recent Social Security or SSI Letter
 - Last 3 months of pay stubs
 - Unemployment Compensation Letter
 - Copy of Social Security Award Letter (SSA, SSDI, or SSI) (For everyone in the household at the time of request)
 - Copy of Your Federal Tax Return (Self-Employment Verification Only)
 - Verification of Any Other Monthly Benefit Amounts (Example: VA pension, retirement/pensions, rental income, 401k, unemployment benefits etc.)
 - Zero Income Verification Form (WX16)

Note: Households with persons receiving either ADC (Aid to Dependent Children) or Supplemental Security Income (SSI) are automatically eligible for free weatherization.

- Completed U.S. Citizen Attestation Form WX15 (Required for all adults in the household)
- Copy of Most Recent Utility Bills With Account Numbers (Natural Gas & Electric)
- Historical (Section 106) Check
- Other: _____

SIGNATURES

Sign Here _____
Weatherization Representative

_____ Date

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