



# Checklist for Determination of Approval

Agency:

- BVCAP   
  CAPLSC   
  CAPMN   
  CNCAP   
  NENCAP   
  NWCAP   
  SENCA

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.)

*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:**

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## SIGNATURES

**Sign Here**

Weatherization Representative \_\_\_\_\_

Date \_\_\_\_\_

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