

# WEATHERIZATION APPLICATION INSTRUCTIONS

*In order to process and accept your application for the Weatherization Program, we need the information listed below that pertains to your situation. If you have any questions about the necessary documentation, please call the Weatherization Office at: (845) 338-8750, Ext. 120.*

- 1. CUSTOMER INTAKE FORM & DATA COLLECTION PACKAGE:** It is required that you complete and sign ALL pages of this package.
- 2. APPLICATION:** Please complete the application and sign in all places where indicated. Be sure all boxes are complete and that you list all family members with their age on the page 4.
- 3. PHONE NUMBER:** If you don't have a phone, please be sure to give us the number of a friend, relative, neighbor or work number where we can leave a message.
- 4. FUEL INFORMATION:** The person who is responsible for paying the fuel for the household completed this form. Please be sure to answer all questions. Also, please send us a copy of your most recent electric bill that has your name, address and account number on it. If the electric bill is not in your name, please note that on the Fuel Release form under where you put the electric account number
- 5. PROOF OF INCOME:** Pay stubs from the most recent 4 weeks of work (reflecting the last 30 days income); copy of checks for Social Security (SSA), SSI, VA, Pension, Public Assistance, Unemployment pay stub; Interest Income, Rental Income, Alimony, Child Support, HEAP certification letter; or Food Stamp notice of eligibility. If you have a Social Security Check directly deposited in the bank, a copy of a recent bank statement is acceptable. If you have no income, please be sure to complete and sign the **SELF-DECLARATION OF NO INCOME** page of our **Customer Intake Form**.
- 6. PROOF OF OWNERSHIP:** Copy of one of the following:
  - a. School or Property Tax Bill (Showing the name of the owner and the location of the building to be weatherized.
  - b. For Mobile Home: Please provide a the mortgage or bill of sale

REMEMBER that your application cannot be accepted until ALL PAGES are filled out completely and returned with ALL the documentation required (***Proof of Income, Proof of Ownership, copy of your most recent electric bill, and fuel provider bill if applicable***), in the self-addressed envelope provided.