

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. 112.

1. **CUSTOMER INTAKE & DATA COLLECTION FORM:** It is required that you complete and sign BOTH sides of this form.
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 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:** Please be sure to answer all questions under **Section D: Energy Information** and provide us with a copy of your most recent electric bill, together with your most recent Fuel Supplier bill (if applicable) which must have your name, address and account number on it.
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 (SNAP) 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 indicate that in **Section E: Income Information**.
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 statement or bill of sale

REMEMBER that your application cannot be accepted until ALL PAGES are completed, signed 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.