



Weatherization Assistance Program

REQUIRED INFORMATION FOR APPLICATION



The following information is needed to complete your Weatherization Intake File. Please complete the documents as instructed below, provide all copies as requested, sign the provided forms and return the information to:

**Weatherization Program
Community Action Council 3020
Willamette Dr. NE
Lacey, WA 98516**

PROOF OF HOUSEHOLD'S INCOME, ALL SOURCES (PAST 3 CALENDAR MONTHS LISTED BELOW)

Examples of acceptable documentation include: paystubs; payroll statements; award letters; direct deposits on bank statements; employer statements on company letterhead (gross earnings by month); W-2 tax information forms; printouts from Social Security, Employment Security, L&I or DSHS for child support. If there is NO income for the household OR there is NO documentation of the income; you should contact CAC for the appropriate forms which must be completed, signed and notarized.

PROOF OF SOCIAL SECURITY NUMBERS (required for ALL household members)

A copy of the actual card is preferred, but copies of 1099 SSA Tax form, printouts showing a full name and full social security number from the SSA website or from the Social Security Office are acceptable. Filed tax returns can only be used if you have verification that the return was accepted by the IRS (watermark or acceptance correspondence from the IRS).

PROOF OF OWNERSHIP, PURCHASING, OR RENTING

Examples include: a copy of the legal purchase agreement, property tax records, or a statement from the local county assessor's office. For renters, a copy of the lease or rental agreement, or a statement from the landlord is OK. Be sure to include your landlord's name and mailing address.

IF THIS BOX IS CHECKED I HAVE PULLED YOUR INFORMATION FROM THE COUNTY ASSESSOR WEBSITE, NO ADDITIONAL DOCUMENTATION IS NEEDED.

PROOF OF RESIDENTIAL ADDRESS

Examples include: A utility bill, a bank statement, or any postmarked envelope with your current address. This information may already be shown on other required forms, just be sure we have an official copy of your current address.

PROOF OF HEATING TYPE

A copy of your electric, gas, or oil bill is needed; **OR** a signed statement (from someone outside the home) that you use wood. If you have lived in your current home for **at least one year**, please provide us with a **12 Month ENERGY USE HISTORY**. You can request this from the utility over the phone, or at their office.

SIGN AND DATE (ONLY) the HOUSEHOLD (HIF) & INCOME (8213) INFORMATION FORMS (Our staff will fill in the blanks with the information requested above.) Please date for month of _____ as the date determines which months of income are required.

Please fill out the **Client Social Service Tracking - Intake Form (CSST)**

The enclosed **WEATHERIZATION CONSENT FORMS** should be signed and dated by either the:

HOMEOWNER(s)

OR provided to the **LANDLORD(s)** for their signatures

Please contact us at (360) 438-1100 x 2100 with any questions.

DOCUMENTS CAN BE EMAILED TO WXDOCS@CACLMT.ORG