



8025 Liberty Road
Windsor Mill, MD 21244
(410)-496-1214 – (410)-496-9352

Weatherization Document Checklist

In this packet, you will find all of the information that needs to be turned in for the **WEATHERIZATION PROGRAM**. Please submit copies by mail or email to Diversified Housing. Make sure to have all of the documentation to prevent delay in the approval process which can lead to you missing out on the funding. Please give our office a week to process documentation and then feel free to contact us.

- _____ MEA Weatherization Application
- _____ Explanations for Home's Health, Safety, and Structure Conditions
- _____ Personal Information Privacy Protection Policy
- _____ Customer Consent to Obtain Energy Information (labeled pg. 17 and 18 at the bottom)
- _____ DHD Disclosure Statement
- _____ Owner's Release Form
- _____ **30 Days** of Household Income for all Adult household members
 - Paystubs (Weekly = 5 Pays, Semi Monthly = 2 Pays, Bi-Weekly = 2 or 3 Pays)
 - Social Security Statement
 - Pension
 - Any other source of income
- _____ Proof of identification (Driver's license or State of Maryland ID)
- _____ Current Gas and Electric Bill (**Front and Back - We must be able to see the usage. Crossing out the amount due is allowed.**)

DO NOT SEND IN YOUR DOCUMENTATION WITHOUT HAVING ALL OF THESE ITEMS



WEATHERIZATION APPLICATION

Diversified Housing Development will review your application for the Weatherization Program.

PLEASE PRINT ALL INFORMATION

Please complete the two pages in this MEA application. Return completed form to Diversified Housing Development along with the following:

- Proof of Household's income received in the 30 days prior to the date you sign this application.
- Government Issued Identification Card, Proof of residence.
- A current electric bill and /or a current gas bill.

1.

Name	Home Phone Number
Your Street Address	Other Phone Number
City, State, Zip	Email
Mailing Address (If different from your mailing address or if you've moved)	

(Check One) Apartment or Multi- Family Double, Row or Townhome Single Family Home

2. Fill in all spaces below or ALL Household members (List Yourself First):

TOTAL NUMBER OF HOUSEHOLD MEMBERS IS _____ Total # of household members 18 years and over is _____

Please use the following choices for "Race Code":

- | | | |
|---------------------|--------------------------------------|----------|
| 1. African-American | 4. Asian or Pacific Islander | 7. Other |
| 2. White | 5. Native American or Alaskan Native | |
| 3. Hispanic | 6. Multi-Racial | |

First & Last Name	Birthdate M/D/Yr	Relationship To Applicant	SEX M/F	Race Code	Disabled (Yes or No)	Types of Income	30-Day Gross Income
1.							
2.							
3.							
4.							
5.							
6.							

4. ELECTRIC COMPANY INFORMATION

My electric company is _____
 The name on the account is Account Number _____

I have a turn-off notice from this company: Yes No My Service is off now: Yes No

5. CHECK ONE BOX BELOW FOR THE MAIN HEATING SOURCE OF YOUR HOME

Electricity Utility Gas Propane Oil Kerosene Coal Wood/Pellets

My Heat supplier or fuel Company is _____
 The name on the account is Account Number _____

UTILITY GAS CUSTOMERS ONLY:

I have a turn-off notice from this company: YES NO My service is turned off now: Yes NO

6. HOME'S HEALTH, SAFETY, AND STRUCTURE CONDITIONS:

- 1. Do you have any missing external windows or doors? Y N
- 2. Is there mold or mildew in the house? Y N
- 3. Are there any active roof leak(s)? Y N
- 4. Do you have any damage to the exterior walls/ siding/ trims or ceiling? Y N
- 5. Are you aware of any electrical code violations/hazards? Y N
- 6. Are you aware of any plumbing leaks/ moisture problems? Y N
- 7. How old is your heating system/furnace? _____
- 8. What is the age of the home? _____
- 9. How many bedrooms in the home? _____
- 10. Any other structural or health concerns? _____

7. The applicant or proxy must sign this application before it can be processed.

Family Size	1	2	3	4	5	6	7	8
Annual Income	\$70,400	\$80,450	\$90,500	\$100,550	\$108,600	\$116,640	\$124,700	\$132,750

I declare that the information provided to Diversified Housing Development (DHD) is true, correct, and complete. I understand that when this application is signed, permission is given: 1) for the DHD to check all household income and any other benefits; and (2) for the other governmental/non-governmental agencies to give and/or receive information from DHD needed to complete this application. I also certify that I meet the income guidelines listed above which is required to receive weatherization services from DHD.

 _____
 Applicant's Signature Date

How did you hear about the program? _____

Scheduling – Must be available all day

Please list dates in which you can have someone home from 9 a.m. to 5 p.m. over the age of 18.

OFFICE USE ONLY:

Referral:	Organization Name:	Date:

Explanations for Home's Health, Safety, and Structure Condition
Answers

Please complete this form in its entirety. Please be sure to give complete and accurate information because some weatherization work can make existing problems worse if work is performed. (Ex. If your home has a lot of mold and the contractor seals up the holes where the air is leaking out of the home the mold can get worse.)

Has this home been weatherized before? Yes or No (Circle one) If yes what year? _____

Do you have missing external windows or doors? _____

Is there mold or mildew in the house? _____

Are there any active roof leak(s)? _____

Do you have any damage to the exterior walls/siding/trims or ceiling? _____

Are you aware of any electrical code violations/hazards? _____

Are you aware of plumbing leaks/moisture problems? _____

Does your home have a sprinkler system? Yes or No

Staff Notes:

Personal Information Privacy Protection Policy

Protecting the privacy and confidentiality of your personal information is important to Diversified Housing Development, Inc and to our employees. In order to offer you the services you seek to obtain, we collect, maintain, and use information about you on a routine basis. To help you better understand how your personal information is protected, we are providing you with the following statement describing our practices and policies with respect to the privacy of customer information. In the event you terminate your customer relationship with us, or become an inactive customer, we will continue to adhere to the policies and practices described in the notice.

What Information We Collect

We collect nonpublic personal information about you on application or other forms during the application process, gather from your transactions and experiences with us, and obtained from other authorized sources, such as consumer reporting agencies. All information collected and stored by Diversified Housing Development, Inc is used for specific business purposes to ensure compliance with the federal and county programs we administer, and developing a better understanding of your financial situation, to provide you with improved services.

What Information We Disclose

We do not disclose any nonpublic personal information about our customers or former customers to anyone except as permitted by law. We are permitted under law to disclose such information about you to other third parties in certain circumstances. For example, we may disclose nonpublic personal information about you to third parties to assist us in servicing your home or application, to government entities in response to subpoena's and federal and local reporting requirements.

Our Security Procedures

We understand that the protection of you nonpublic personal information is of the utmost importance. Guarding your privacy is our obligation. Diversified Housing Development, Inc maintains strict procedures and policies to safeguard your privacy. We restrict employee access to customer information to only those who have a business reason to know such information, and we educate our employees about the importance of confidentiality and customer privacy. We maintain physical, electronic and procedural safeguards that guard your nonpublic personal information.

I/We have read this disclosure form and understand its contents, as evidenced by my/our signature(s) below.

Applicant Date

Applicant Date

Applicant Date

Applicant Date



8025 Liberty Road, Windsor Mill, MD 21244

Phone: (410) 496-1214 Fax: (410) 496-9352 Website: www.diversifiedhousing.org

DHD Disclosure Statement

Diversified Housing Development is a non-profit organization with a mission to create and sustain homeownership in the Baltimore metro region. To assist residents and potential residents of Baltimore County, we offer the following services;

- Home Buyer Workshops
- Individual Pre Purchase Counseling
- Foreclosure Prevention Counseling
- Weatherization Assistance
- Down Payment and Closing Cost Assistance

These Services are available to any customer that requests it; however, we do not steer or expect any of our customers to utilize these products or services beyond their initial service. ***Clients are not obligated to receive any other services offered by the organization.*** You may be referred to other housing services of the organization or another agency or agencies as appropriate who may be able to assist with particular concerns that have been identified. A counselor may answer questions and provide information, but not give legal advice. If you would like legal advice, you will be referred for appropriate assistance.

Client Statement

I have read the above mentioned disclosure and understand that I am not obligated or steered toward using any of the above services beyond my initial service.

Client Signature

Date

Client Signature

Date

**Diversified Housing Development
Weatherization Assistance Program**

Owner's Release Form

This is a program funded by State resources to provide assistance to low income owners by making their homes more energy efficient. The goal of the program is to help owners reduce their fuel bills by lowering the energy consumption needed to heat and cool their homes. The weatherization services provided to approve applicants may include, but are not limited to:

- A. Caulking, weather stripping, door sweeps, replacement of cracked or broken glass windows and doors.
- B. Install LED light bulbs
- C. Install Low-Flow shower Heads and aerators
- D. Air seal home and air seal ducts
- E. Pipe insulation and attic insulation
- F. Furnace efficiency testing (gas and oil-fired furnaces only)
- G. Energy Audit
- H. Inefficient appliances maybe replaced or upgraded depending on eligibility

This is a FREE ONE TIME ONLY service and the work performed is of a permanent nature. After the inspection, the contractor does not return to make repairs at a later date. This is done on a first come first serve basis. These services are contingent on availability of funding.

I have read the above statement and understand it. In consideration for the above services being performed on my home at no expense to me, I consent to permit staff members of Diversified Housing Development Weatherization Assistance Program and the Weatherization Contractor and his staff, to enter my property and perform the services on my home. All contractors utilized by the program are licensed and bonded by the State of Maryland and are fully insured. Your signature below makes the owner and or applicant a party to Diversified Housing Development's with its weatherization contractors.

Please Return With MEA Packet

Owner's Name (Please Print) _____

Owner's Name (Please Print) _____

Street Address _____

City, State, Zip _____

Cell Phone _____

Days available (please circle) M Tu W Th F Sa Su

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

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info@diversifiedhousing.org**

Customer Consent to Obtain Energy Information

The Maryland Energy Administration (MEA) works to promote affordable, reliable, clean energy. As part of this mission, MEA administers programs that are geared towards making Maryland homes and businesses more comfortable, efficient, and affordable through energy savings measures.

WHY WE NEED A RELEASE – For our clean energy programs to be successful, MEA needs to compare energy use before and after energy upgrades. To understand how effective these measures are in reducing your energy bills, we need access to your home's/building's actual energy data for up to three years after the planned energy upgrade of your home/building. This data will allow us to evaluate measure and verify the effectiveness of our programs in order to provide Maryland with the best energy programs possible. We take the security and privacy of your information very seriously. To the fullest extent permissible under the Maryland Public Information Act, §10-611 et seq. of the State Government Article, MEA will not divulge any of your confidential information outside of the agency or use it for any other purpose. **This is a voluntary form.**

Utility and Energy Supplier Information

Gas Utility: _____ Account #: _____

Electric Utility: _____ Account #: _____

Other Fuel Supplier: _____ Oil Propane

Account #: _____

Utility and Energy Supplier and Program Information Release

ENERGY USAGE INFORMATION RELEASE: As the account holder, I hereby authorize the utilities and fuel or energy suppliers named above to release account and energy information (including my name, address, account number, and usage) to MEA, solely for confidential use in connection with calculating energy savings estimates and evaluating the effectiveness of the program I have agreed to participate in. This authorization is given for monthly electric and natural gas and annual fuel oil and bottled propane consumption data for my household for up to 3 years after the date entered by the participant on this form.

PROGRAM DATA RELEASE: MEA will on occasion publicly report on program progress. Any public report released by MEA in conjunction with this program will have all personal information such as name, address and account number removed before it is released.

RELEASE PERIOD: This authorization covers the period starting 1 year before the date below and ending 3 years after the date below. You may revoke this consent at any time in writing to MEA. The revocation will be effective upon receipt by MEA of your written revocation of consent.

CONSENT: I understand and agree that my account information (including my name, address, account number, and usage or consumption information) will be provided to MEA by the above-named utilities and fuel or energy suppliers for the sole and limited purpose of evaluation, measurement and verification. By signing this release, I authorize the above-named utilities and fuel or energy suppliers to release my customer account information to MEA.

Signature: _____ Date: _____

Printed Name: _____

Address of Household/Building Participating in the MEA Program:
