



Energy Coordinating Agency
258 Chapman Road, Suite 201, Newark DE 19702
(302) 504-6111 www.ecaSavesEnergy.org

Required Documents to Complete Weatherization application:

Please refer to the **income guidelines** page to see if you are income eligible. If you are eligible, please gather and mail in copies of the completed forms and required documents.

DO NOT SEND ORIGINALS! We cannot process your application without these forms/copies.

If you have questions, problems, or need assistance- please call the Weatherization Program at 302-504-6111.

Proof of US Citizenship

- Certified original copy of birth certificate for **all household members** **OR** US Passport
- Social Security Cards **OR** print outs for **all household members**
- If not a US citizen - Proof of Qualified (legal) Alien Status - original greencard

Proof you are a resident of Delaware

- Driver's license **OR** Non-Driver ID card for **ANYONE** 18 or over

Proof of household income for all household residents over the age of 18

- Income – Fixed
 - Social Security, SSI, Veteran benefit, pension; provide awardletter **and/or** a **complete** and **current** copy of your bank statement indicating benefit amount.
- Income – Employment
 - Paystubs, past 3 months (13 weeks) for each household member 18 and older
 - If full time student over age of 18, provide proof of full-time student status paperwork from the school they attend.
 - No Income for at LEAST 3 months, please fill out the **No Income** form enclosed
- Government Assistance
 - Child Support, past 12 month print out
 - TANF – Cash Assistance
 - GA
 - Current Food Stamp Letter
 - Unemployment print out showing past **12 months** of compensation

Energy usage information (how you light AND heat your home)

- **Complete (all pages) of Current** electric bill
- **Complete (all pages) Current** heating bill
- Print receipts or printout of oil or propane usage for the heating season (range of Oct-April).

Proof of ownership or rental information

- **Homeowners:** Proof of home ownership (deed, current mortgage statement or tax bill)
- **Renters only:** Complete current signed lease with address, utilities, and signature pages
- **Renters only:** Complete current subsidized rent recertification showing amount you pay
- **Renters only:** **MUST** have Weatherization Landlord form completed to receive services

Please submit copies of the completed forms & required documents when you have completed gathering the required documents and filling out the forms.

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