



## Community Council of South Central Texas Weatherization Assistance Program

400 South Getty Street Suite A  
Uvalde, Texas 78801  
Phone: (830) 261-5514  
Fax: (830) 261-5478

### **WEATHERIZATION ASSISTANCE IS TO GAIN ENERGY EFFICIENCY NOT A REHABILITATION OR REMODEL PROGRAM AND WILL NOT ADDRESS THE APPEARANCE OF THE HOME.**

*(Asistencia de Climatización es ganar NO LA EFICIENCIA ENERGÉTICA DE UN PROGRAMA DE REHABILITACIÓN O REMODELAR Y no abordará la APARIENCIA DEL HOGAR.)*

The Weatherization Assistance Program performs minor repairs to your home to prevent air from escaping or entering the house. Weatherization measures strive to assist you to maintain a more comfortable temperature level in your home and save you energy dollars. Homes that need weatherization will typically have cracks, holes, and other places where air leaks in and out. Here is a list of the types of work that the weatherization program may address:

*(El Programa de Asistencia de Climatización realiza reparaciones menores a su casa para evitar que el aire se escape o entrar en la casa. Medidas de climatización se esfuerzan para ayudar a mantener un nivel de temperatura más cómodo en su casa y ahorrar dinero en energía. Casas que necesitan climatización suele tener grietas, agujeros, y otros lugares donde las fugas de aire dentro y fuera. Aquí está una lista de los tipos de trabajo que el programa de climatización puede abordar:)*

- Repair or replace low energy efficient heaters (*Reparar o sustituir calentadores eficientes de bajo consumo*)
- Repair or replace low energy efficient air conditioners (*Repare o reemplace la energía eficiente de aire acondicionado de baja*)
- Install attic and/or wall insulation (*Instale el aislamiento del ático y / o en la pared*)
- Repair doors (*puertas de reparación*)
- Repair windows (*ventanas de reparación*)
- Replace broken glass and caulk around loose panes in windows (*Vuelva a colocar el vidrio roto y calafatear paneles alrededor de flojas en las ventanas*)
- Weather strip around doors and attic hatches (*Burlete alrededor de puertas y escotillas del ático*)
- Patch holes in the walls where air is coming in or out of the house (*Repare los agujeros en las paredes donde el aire está llegando en o fuera de la casa*)
- Patch holes in floors and ceilings (*Repare los agujeros en los pisos y techos*)
- Caulk around window and door frames (*Masilla alrededor de los marcos de puertas y ventanas*)
- Wrap exposed water pipes (*Tuberías de agua Envuelva expuesta*)

The weatherization program does not provide funds for painting your house, installing new carpet or vinyl flooring, or storm doors. (*El programa de climatización no proporciona fondos para la pintura de su casa, la instalación de nuevas alfombras o pisos de vinilo, o puertas de tormenta.*)

### **\*How much assistance does the program provide? (¿Cuánta asistencia proporciona el programa?)**

Community Council of South Central Texas has a limited amount of money that can be spent on any particular home. Therefore, the work done on each home will be different based on the homes condition, amount of energy used to heat and cool the residence and program guideline set by Department of Energy (DOE) and Texas Department of Housing and Community Affairs (TDHCA). The initial assessment of your home **DOES NOT** guarantee that you will be eligible for weatherization services. (*Consejo Comunitario de South Central Texas tiene una cantidad limitada de dinero que se puede gastar en cualquier hogar particular. Por lo tanto, el trabajo realizado en cada casa será diferente en función de la condición de los hogares, la cantidad de energía utilizada para calentar y enfriar la pauta de residencia y el programa establecido por el Departamento de Energía (DOE) y el Departamento de Vivienda y Asuntos Comunitarios de Texas (TDHCA). La evaluación inicial de su hogar no garantiza que usted será elegible para recibir servicios de climatización.*)



**Community Council of South Central Texas**  
**Weatherization Assistance Program Application**  
*(Solicitud del Programa de Asistencia de Climatización)*

The following is required for the Weatherization Assistance Program. Applications will **NOT** be processed unless **All** information is provided by client.

*(Se requiere lo siguiente para el Programa de Asistencia de Climatización. Las solicitudes no se procesarán a menos  
Toda la información es proporcionada por el cliente.)*

**REQUIRED DOCUMENTS (DOCUMENTOS REQUERIDOS)**

- **Proof of all income for the last 30 days for everyone 18 years old and older: All income must be dated within the last 30 (thirty) days from date on application. Social Security Award letters must be dated 2018.**  
*(Prueba de todos los ingresos de los últimos 30 días para cada uno de 18 años de edad y mayores: Todos los ingresos debe estar fechada dentro de los últimos 30 (treinta) días a partir de la fecha de aplicación. Cartas de concesión de la Seguridad Social deben estar fechados 2018.)*
- **Copy of current Electric Bill (front & back)** *(Copia de la factura de electricidad de corriente (frontal y posterior))*
- **Copy last Gas Bill (natural gas or bottled gas) if home as gas.** *(Copia Bill última Gas (gas natural o gas envasado) de la casa como de gas.)*
- **A 12 month usage & billing history you must get from your utility company, electric and gas (if applicable)**  
***(A 12 meses historial de facturación y el uso que usted debe obtener de su compañía de servicios públicos, electricidad y gas (si procede))***
- **Landlord Agreement with signatures and date if house or mobile home is rented (last three pages of application).** *(Acuerdo con el propietario firmas y la fecha de la casa o casa móvil se alquila (últimos tres páginas de la aplicación).)*
- **All information filled out on Application, signed and dated.** *(Toda la información sobre la solicitud relleno, firmado y fechado.)*

Without All the above information Community Council of South Central Texas Weatherization Assistance Program **WILL NOT** be able to process your application for eligibility. Please contact us at our office to answer any questions you may have completing the application. *(Sin Toda la información anterior Consejo de la Comunidad del Programa de Asistencia de Climatización de South Central de Texas no será capaz de procesar su solicitud de elegibilidad. Por favor, póngase en contacto con nosotros en nuestra oficina para responder a cualquier pregunta que pueda tener para completar la solicitud.)*

All financial assistance is made based upon Federal Guidelines and Regulations of Poverty and Documentation Need. All assistance is subject to the Availability of Funds. *(Toda la asistencia financiera se realiza sobre la base de directrices y reglamentos federales de pobreza y Documentación Necesidad. Toda la ayuda está sujeta a la disponibilidad de fondos.)*



**Community Council of South Central Texas  
Weatherization Assistance Program Application**  
*(Solicitud del Programa de Asistencia de Climatizacion)*

**SECTION A**

Name of Applicant or Head of Household Nombre del Solicitante O Responsable de la Case		Home Telephone Telefono de la Casa	Work Telephone Telefono del trabajo
Mailing Address Direccion Postal Zip	Street/P.O. Box, City, Zip Calle o Apdo/Postal, Ciudad, Zip	County Condado	Cell Phone Number Telefono celular
Residence Address – If Different from Mailing Address Direccion de la Case, si es diferente de dirección de correo		Street, City, Zip Calle, Ciudad, Código postal	County Condado

**SECTION B: Household member, including yourself** *(Miembro del hogar incluido usted mismo)*

Name <i>(Nombre)</i> _____	Date of Birth <i>(Fecha de nacimiento)</i> _____	Gender* <i>(Genero)*</i> _____	Ethnicity <i>(Origen étnico)</i> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian Other Pacific Islander	<input type="checkbox"/> White
<input type="checkbox"/> US Citizen (Ciudadano De U.S.)'	<input type="checkbox"/> Disabled	<b>Social Security Number**</b> _____	

Name <i>(Nombre)</i> _____	Date of Birth <i>(Fecha de nacimiento)</i> _____	Gender* <i>(Genero)*</i> _____	Ethnicity <i>(Origen étnico)</i> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian Other Pacific Islander	<input type="checkbox"/> White
<input type="checkbox"/> US Citizen (Ciudadano De U.S.)'	<input type="checkbox"/> Disabled	<b>Social Security Number**</b> _____	

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<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian Other Pacific Islander	<input type="checkbox"/> White
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<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian Other Pacific Islander	<input type="checkbox"/> White
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<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian Other Pacific Islander	<input type="checkbox"/> White
<input type="checkbox"/> US Citizen (Ciudadano De U.S.)'	<input type="checkbox"/> Disabled	<b>Social Security Number**</b> _____	

List additional members on back or separate page. *(Lista de miembros adicional en la página de espalda o por separado en la página de espalda o por separado.)*

Providing information regarding race, ethnicity, and gender IS complete voluntary and only requested to assure compliance With Federal laws prohibiting discrimination based on race, color, national origin, religion, sex, familial status, age and disability. This information will not be used in evaluating your application or to discriminate against you in any way. *(Proporcionar información sobre la raza, etnia, género y se ha completado voluntaria y sólo solicitada para asegurar el cumplimiento con las leyes federales que prohíben la discriminación basada en la raza, color, origen nacional, religión, sexo, estado civil, edad y discapacidad. Esta información no será utilizada en la evaluación de su aplicación o para discriminarlo de ninguna manera.)*



**Community Council of South Central Texas  
Weatherization Assistance Program Application**  
*(Solicitud del Programa de Asistencia de Climatización)*

**SECTION C**

Complete for household members that work: (Completar por los miembros del hogar que trabajan:)

Name of Person Working <i>Nombre del trabajo de la persona</i>	Employer's Name, Address, and Telephone Number <i>Nombre, dirección y número de teléfono del empleador</i>	Total Monthly Income <i>Total de ingresos mensual</i>

**SECTION D**

If any household members receive any of the following types of unearned income or benefits, check the type of benefit received. Where the space is provided, enter the case or account number and the amount received. *(Si los miembros del hogar reciben cualquiera de los siguientes tipos de beneficios o ingresos no devengados, comprobar el tipo de beneficio recibido. Donde se proporciona el espacio, escriba el caso o número de cuenta y el importe recibido.)*

**DO NOT INCLUDE FOOD STAMPS AS INCOME / NO INCLUYEN LOS INGRESOS COMO CUPONES DE ALIMENTOS**

Type of Assistance ( <i>Tipo de asistencia</i> )	Monthly Amount ( <i>Cantidad Mensual</i> )
AFDC/Asistencia AFDC	
SSI/Ingreso de Seguridad Suplimental	
Social Security/Seguro Social	
Veteran's Benefits/Beneficios de Retiro	
Retirement Benefits/Beneficios de Retiro	
Military Allotments/Reparto de Sueldo Militar	
HUD Utility Supplement/Suplemento par alas Utilidades de HUD	
Child Support/Sostenimiento para Ninos	
Unemployment Compensation/Compensacion de Desempleo	
Workman's Compensation/Compensacion de Trabajadores	
Contributions/Regalos	
Other (specify)/Otro (especifique)	

Check here if you are employed as a migrant or seasonal farm worker (*Marque aquí si usted es empleado como trabajador agrícola migrante o estacional*)

**SECTION E**

Has this residence ever received services from the Weatherization Program? <i>Ha esta residencia recibido servicios desde el programa de climatización</i>	<input type="checkbox"/> Yes ( <i>Si</i> ) <input type="checkbox"/> No	If Yes, what year? ( <i>En caso afirmativo, ¿en qué año?</i> )
What year was your home built?/ ¿Qué año construyó su casa? _____		
Do you own (buying) or rent your home ( <i>¿Tienes (compra) o alquilar su casa</i> ) <input type="checkbox"/> Own ( <i>Dueno</i> ) <input type="checkbox"/> Rent ( <i>Renta</i> )		
<b>If home is rented Landlord Agreement on Pages 13-15 must be completed and signed by Landlord (<i>Si la casa se alquila Acuerdo de propietario en las páginas 13-15 debe ser completado y firmado por el propietario.</i>)</b>		
Type of Home (Tipos de casas)		
<input type="checkbox"/> Site Built <i>Sitio Creado</i>	<input type="checkbox"/> Mobile Home <i>Casa Movil</i>	<input type="checkbox"/> Apartment <i>Apartamento</i>
<input type="checkbox"/> Low Rent Federally Subsidized Housing <i>Bajo alquiler viviendas subvencionadas por el Gobierno Federal</i>	<input type="checkbox"/> Rented Room <i>Cuarto Rentado</i>	<input type="checkbox"/> Type (Section 8, etc.) <i>Tipo (Seccion 8, etc.)</i>
What is used to heat household (check one): ( <i>Lo que se usa para calentar el hogar (marque uno):</i> )		
<input type="checkbox"/> Natural Gas <i>Gas Natural</i>	<input type="checkbox"/> Electricity <i>Electricidad</i>	<input type="checkbox"/> Bottled Gas <i>Gas embotellado</i>
<input type="checkbox"/> Other (specify): _____ <i>Otra (especifique)</i>		
Type of air conditioning used (check one): ( <i>Tipo de aire acondicionado usa (Marque uno):</i> )		
<input type="checkbox"/> None <i>Ninguno</i>	<input type="checkbox"/> Central Unit <i>Unidad central</i>	<input type="checkbox"/> Window Unit <i>Unidad de ventana</i>
<input type="checkbox"/> Evaporative Cooler <i>Enfriador evaporativo</i>		

**Community Council of South Central Texas  
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**WAP APPLICANT’S AUTHORIZATION, UNDERSTANDING AND AGREEMENT**

My answers to all of the previous questions and to the statements I have made are true and correct to the best of my knowledge. I authorize the Texas Department of Housing and Community Affairs and its contracted agencies to contact any source in order to solicit/verify information necessary for an eligibility determination. I also agree to provide the Texas Department of Housing and Community Affairs and its contracting agencies with any information necessary to verify my eligibility.

If I am eligible for weatherization services, I give my permission to allow work on the residence listed on this form. I will cooperate fully with state and federal personnel to obtain information from any source to verify statements I made. I will cooperate fully with state or federal personnel in a quality control review.

I have been advised and understand that this application will be considered without regard to race, color, religion, creed, national origin, sex, or political belief.

**PENALTIES FOR FRAUD!**

Whoever obtains or attempts to obtain weatherization services for which he is not entitled, by means of willful false statement or other fraudulent means, may be considered guilty of a criminal offense and upon conviction may be fined and/or imprisoned.

**AUTORIZACIÓN DEL SOLICITANTE DE WAP, EL ENTENDIMIENTO Y ACUERDO**

Mis respuestas a todas las preguntas anteriores y a las declaraciones que he hecho son la verdadera y correcta a mi leal saber y entender. Autorizo a la Texas departamento de vivienda y Asuntos de la comunidad y sus organismos contratados ponerse en contacto con cualquier fuente con el fin de solicitar la información necesaria para una determinación de elegibilidad de verificar. También estoy de acuerdo proporcionar el departamento de vivienda de Texas y de Asuntos de la comunidad y de sus organismos contratantes a cualquier necesario de información para verificar mi elegibilidad.

Si soy elegible para servicios de climatización, doy mi permiso para permitir el trabajo en la residencia enumerada en este formulario. Cooperará plenamente con el Estado y el personal federal para obtener información de cualquier fuente para verificar las declaraciones que hice. Cooperará plenamente con estado o federal personal en un examen de control de calidad.

I han sido informados y entender que esta aplicación se considerará sin respecto a raza, color, religión, credo, origen nacional, sexo o creencia política.

**SANCIONES POR FRAUDE!**

Quien obtiene o intenta obtener servicios de climatización para el que no tiene derecho, por medio de declaración falsa intencional o otros medios fraudulentos, puede considerarse culpable de una ofensa criminal y a la convicción podrán ser multados o encarcelados

**BEFORE YOU SIGN BE SURE EACH ANSWER IS COMPLETE AND ACCURATE  
ANTES DE ESTAR SEGURO DE QUE CADA RESPUESTA ES COMPLETA Y EXACTA DE SIGNO**

Applicant Signature	Date	Signature – Spouse	Date
Signature – Individual making application On applicants behalf or caseworker who Assisted in completion of application Firma del Solicitante – firma de la persona Que hizo la solicitud de parte del solicitante, O trabajador social que ayudo hacer la solicitud	Date Fecha	Signature – Witness (if signed with “x”) Firma – Del Testigo (Si se firma con “x”)	Date Fecha



## DECLARATION OF INCOME STATEMENT (DECLARACION DE INGRESOS)

Applicant Name (Nombre del Solicitante)	Applicant Last Name (Apellido)	Suffix (Sufijo)
Address (Dirección)	City (Ciudad)	Zip Code (Código Postal)

State the gross income for household members, 18 years and older, who have no documentation of the income received in the **30 day period** prior to the date of application for assistance: *(Declarar el ingreso recibido por los miembros de su hogar, que tienen 18 años de edad ó mas, y que no tienen documentación de ingresos por los 30 dias antes del aplicar para asistencia)*

Name (Nombre)	Gross Income Received (Ingreso Bruto Recibido)
Name (Nombre)	Gross Income Received (Ingreso Bruto Recibido)
Name (Nombre)	Gross Income Received (Ingreso Bruto Recibido)
Name (Nombre)	Gross Income Received (Ingreso Bruto Recibido)

My household has no documented proof of income due to the following situation:  
*(Mi hogar no tiene prueba para documentar los ingresos por medio de tal razones):*

\_\_\_\_\_

I certify that the above information is true and correct to the best of my knowledge and belief. *(Yo certifico que la información proveida de los ingresos es verdadera y correcta según mi saber y creencia.)*

I understand that the information will be verified to the extent possible; and that I may be subject to prosecution for providing false or fraudulent information. *(Comprendo que la información será verificada hasta donde sea posible y que puedo ser enjuiciado por haber proveido información falsa ó fraudulenta.)*

\_\_\_\_\_  
*(Applicant Signature/Firma del Solicitante)*

\_\_\_\_\_  
*(Date/Fecha)*

**State of Texas**  
**County of** \_\_\_\_\_

Sworn to and subscribed before me on the \_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_ (year),  
by \_\_\_\_\_ (name of applicant).

(Personalized Notary Seal)

\_\_\_\_\_  
Notary Public's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subrecipient Representative Signature

\_\_\_\_\_  
Date and Title

# Community Council of South Central Texas



## General Authorization for Release of Information

Date: \_\_\_\_\_

Applicant (Aspirante): \_\_\_\_\_

Address (Dirección): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone: \_\_\_\_\_

The statement below authorizes Community Council of South Central Texas to disclose of any relevant information that may be required for program documentation concerning my eligibility for services. We thank you for your assistance and cooperation in this matter. *(La siguiente declaración autoriza Consejo Comunitario del Sur de Texas Central de revelar cualquier información relevante que pueda ser necesaria para la documentación del programa con respecto a mi elegibilidad para los servicios. Le damos las gracias por su ayuda y cooperación en este asunto.)*

### **TO WHOM IT MAY CONCERN:**

I am an applicant of the Community Council of South Central Texas, Inc. (CCSCT) Community Services Program and/or Weatherization Assistance Program. *(Soy un solicitante del Consejo Comunitario de South Central Texas, Inc. (CCSCT) Programa de Servicios a la Comunidad y / o el Programa de Asistencia de Climatización)*

I hereby give my permission to release any relevant information and understand that it will be kept in strict confidence and will be used for program purposes ONLY. *(Yo doy mi permiso para divulgar toda la información pertinente y entender que se mantendrá en estricta confidencialidad y será utilizada para los propósitos del programa SOLO.)*

I understand that a photocopy or fax of this release is as valid as the original. *(Entiendo que una fotocopia o fax de este comunicado es tan válida como el original.)*

I hereby state that the information given on this application is true. I also give CCSCT, Community Services Program and/or Weatherization Assistance Program permission to share with, to inquire about, and to receive all information from other agencies or employers. I have either read the above statement or had it read and explained to me, I understand it perfectly. *(Por la presente declaro que la información proporcionada en esta solicitud es verdadera. También doy CCSCT, Programa de Servicios a la Comunidad y / o el permiso del Programa de Asistencia de Climatización de compartir con, para preguntar acerca de, y recibir toda la información de otras agencias o empleadores. Ya sea He leído la declaración anterior o tenían que leer y explicó a mí, yo lo entiendo perfectamente.)*

\_\_\_\_\_  
Applicant Name (print) *(Nombre del solicitante (impresión))*

\_\_\_\_\_  
Signature of Applicant *(Firma del solicitante)*

\_\_\_\_\_  
Date *(Fecha)*

\_\_\_\_\_  
Signature of CCSCT Staff

\_\_\_\_\_  
Date

Warning: Section 1001 of Title 18 of the U.S. code makes it a criminal offense to make willful false statements of misrepresentation to any department or agency of the U.S. as to any matter within its jurisdiction.

**Community Council of South Central Texas  
Weatherization Assistance Program  
RENOVATE RIGHT**



Important Lead Hazard Information for Families, Child Care Providers and Schools

*(Plomo Importante sobre Riesgo para familias, Cuidado de Niños Proveedores y Escuelas)*

I have received the Environmental Protection Agency Publication EPA-740-K-10-001, "Renovate Right", from a Community Council of South Central Texas (CCSCT) representative. *(He recibido la publicación Environmental Protection Agency EPA-740-K-10-001, "Remodelar correctamente", a partir de un Consejo Comunitario de South Central Texas (CCSCT) representante.)*

I understand that, because my home may have been built before 1978, lead-based paint may have been used to paint some or the entire house and I should read this publication and take proper precautions, especially to protect any small children from contact with worn or damaged paint areas. *(Entiendo que, porque mi casa pudo haber sido construido antes de 1978, de la pintura a base de plomo puede haber sido utilizado para pintar una parte o toda la casa y que debería leer esta publicación y tomar las medidas preventivas adecuadas, sobre todo para proteger a los niños pequeños del contacto con desgastada o dañado áreas de pintura.)*

I also understand that the proposed weatherization work may cause lead-based paint chips, dust, or other residue to be left in my house. *(También entiendo que el trabajo de climatización propuesta puede hacer que partículas de pintura a base de plomo, polvo u otros residuos a quedar en mi casa.)*

If, after reading this publication, I do not wish to have the proposed weatherization work done, I must notify CCSCT Weatherization Department at (830) 261-5514 immediately to cancel the proposed work. If I do not call, and the work is done, CCSCT will not be responsible for any lead-based paint problems or illness occurring after the Weatherization service is provided. *(Si después de leer esta publicación, no desea tener el trabajo de climatización propuesto hacer, debo notificar CCSCT Departamento de Climatización al (830) 261-5.514 inmediatamente para cancelar el trabajo propuesto. Si yo no lo llamo, y el trabajo está hecho, CCSCT no será responsable de cualquier problema de pintura a base de plomo o enfermedades que se producen después de que se preste el servicio de Climatización.)*

\_\_\_\_\_  
Applicant Name (print) *(Nombre del solicitante (impresión))*

\_\_\_\_\_  
Applicant Signature *(Firma del solicitante)*

\_\_\_\_\_  
Date *(Fecha)*

\_\_\_\_\_  
CCSCT Staff Signature

\_\_\_\_\_  
Date

*Note: Date of signature required prior Weatherization Services*



**Community Council of South Central Texas  
Weatherization Assistance Program  
Customer Billing/Consumption Release Form**



Agency Community Council of South Central Texas – Uvalde (Weatherization)

Client: \_\_\_\_\_  
 (Cliente) Last (Último) First (Primero) MI

Address: \_\_\_\_\_  
 (Dirección) Street (callejero)

\_\_\_\_\_ City (Ciudad) State (Estado) Zip

Telephone: \_\_\_\_\_  
 (Teléfono) Day Evening

\*\*\*\*\*

Electric Utility Co: \_\_\_\_\_  
 (Servicios Eléctricos Co)

Account Number: \_\_\_\_\_  
 (Número de cuenta)

Gas Utility Co: \_\_\_\_\_  
 (Gas Utilidad Co)

Account Number: \_\_\_\_\_  
 (Número de cuenta)

Propane Company: \_\_\_\_\_  
 (propano empresa)

Account Number: \_\_\_\_\_  
 (Número de cuenta)

**INCLUDE A COPY (FRONT & BACK) OF YOUR UTILITY BILLS**

I authorize the Texas Department of Housing and Community Affairs and its contracted agency Community Council of South Central Texas to solicit/verify information on my energy billing and consumption histories, both past and future, to the extent the information is used only to provide data to determine program eligibility and services. *(Autorizo al Departamento de Vivienda y Asuntos Comunitarios de Texas y su agencia contratada Consejo Comunitario del Sur del Centro de Texas para solicitar / verificar la información sobre mis facturación y consumo de energía historias, tanto en el pasado y el futuro, en la medida en que la información se utiliza sólo para proporcionar datos a determinar la elegibilidad y los servicios del programa.)*

\_\_\_\_\_  
 Signature (Firma) Date (Fecha)

**LANDLORD PERMISSION TO PERFORM ASSESSMENT  
& INSPECTIONS FOR RENTAL UNITS**



Your multifamily building(s) is under consideration to receive services from the Weatherization Assistance Program (WAP). Texas Department of Housing and Community Affairs (TDHCA) administers the WAP Program in Texas. The WAP operates under Federal and State rules which have certain requirements of which you, as a multifamily building landlord, should be aware. At the bottom of this page is a PERMISSION TO ENTER PREMISES section granting your permission for: **Community Council of South Central Texas** (agency) to enter your building(s) to perform energy audits, collect eligibility documentation from your tenants, and complete applications?

Before work begins on your building(s), you will be required to sign a Landlord Agreement, a copy of which is attached for your review. Please be aware that only residential units may be weatherized. Meeting rooms, game rooms, laundry rooms, maintenance rooms, daycare centers, office areas or commercial business areas, and non-residential facilities are not eligible for weatherization services. WAP may request a financial commitment from the building's landlord(s) based on the estimated cost for each building containing multifamily rental units. Exceptions to this requirement can be made when the owner is an income-eligible applicant or a non-profit entity. The financial commitment may be in the form of monetary contributions (checks or money orders), materials, or labor provided to install eligible measures. All monetary contributions provided by landlords will be used for labor and materials. The estimated cost of each building will be based on an energy audit that is performed on each individual unit within the building. When the energy audits are completed, the local weatherization agency will contact you to discuss the proposed weatherization measures for each building and your financial commitment to the project and the Landlord Agreement. After weatherization services have been provided, the local agency is required to conduct a quality control inspection to ensure that work was completed in accordance with the standards set forth by the WAP. It is your responsibility to assist the local agency staff in gaining entrance to your property.

**PERMISSION TO ENTER PREMISES**

I, \_\_\_\_\_, as landlord/authorized agent for building(s) located at \_\_\_\_\_, have read and understand the above and hereby grant permission for representatives of **Community Council of South Central Texas** to enter these premises for the purposes of conducting energy audits and collecting eligibility documentation from the residents, including applications, and to perform the weatherization work.

\_\_\_\_\_  
Landlord/Agent's Signature

\_\_\_\_\_  
Agency Representative Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## LANDLORD FINANCIAL PARTICIPATION FORM



Date of Transaction or Initial Contact:	Instigating local WAP Agency Community Council of South Central Texas
Responsible Landlord and/or Agent for Owners of property currently under consideration for weatherization services	
Physical address or location of property under consideration:	
Number of multifamily building(s):	Number of eligible dwelling units:

The Texas Weatherization Assistance Program requires the Agency to obtain financial commitment information from the Landlord for the weatherization services that the agency intends to perform on the building(s). The landlord/agent for this building(s) has indicated that he/she fully understands this policy and has decided to take the following course of action:

(AGENCY SHALL COMPLETE AS REQUIRED. LANDLORD INITIALS APPROPRIATE LINE.)

Landlord/Owner will invest \$ \_\_\_\_\_ for the cost of the weatherization work.  
 This amount represents \_\_\_\_\_ % of the total estimated cost of the work.

- Landlord/Owner is unable to make any financial investment.
- Landlord/Owner refuses to make an investment.
- Owner is a 501(C)(3) non-profit organization

**Signatures:**

Landlord/Agent \_\_\_\_\_ Date \_\_\_\_\_  
 Agency Representative \_\_\_\_\_ Date \_\_\_\_\_



**LANDLORD AGREEMENT**

It is agreed by and between Community Council of South Central Texas  
(WAP Agency/the Agency)

and \_\_\_\_\_  
(Landlord/Authorized Agent)

**Landlord and /or Authorized Agent of the premises located at:**

as follows:

1. The Landlord agrees to cooperate with the Agency by assisting the Agency in gathering all records and documents necessary for the Agency to determine if the tenants residing at the premises are eligible according to the US Department of Energy guidelines for weatherization services. The Agency shall gather and keep confidential the names and incomes of tenants living at the premises.
2. If the Agency, at its sole discretion, determines that the premises are eligible for weatherization services, the Agency agrees to weatherize the premises in accordance with applicable codes, laws and regulations. The Agency agrees to forward a summary of the proposed work to the Landlord after the energy audits are completed. In exchange for these services, the Landlord agrees to be bound by the terms and conditions of this Agreement for a period of 24 months commencing on the date the weatherization work is completed.
3. A tenant's lease may be renewed for successive periods during the period of the Agreement. If an eligible tenant's lease ends during the term of the Agreement, the owner is not obligated to renew the lease, as long as the dwelling unit is subsequently rented to an income eligible household for the remaining time period of the Agreement. The Landlord shall not increase the rents during the term of this Agreement unless the increase is demonstrably related to matters other than weatherization work performed. Landlord shall not evict Tenants for the time period of this Agreement, except for just cause and for matters unrelated to the weatherization work performed. A list of units and agreement amounts, and a sample of the lease agreement must be attached to this Agreement.
4. Weatherized units that become vacant during the term of this Agreement must be rented to income eligible households.
5. The Landlord hereby swears or affirms that the premises is not presently being offered for sale and further agrees to give the Agency thirty days (30) notification of the sale or conversion of the premises. At least ten days (10) prior to the sale or conversion, the Landlord agrees to obtain, in writing, the purchaser's consent to assume the Landlord's obligations under this agreement, or if this consent is not obtained, to pay the Agency the full cost of weatherization pro-rated by the number of months left under this agreement. The landlord agrees that this document may be filed as evidence of a lien (§53 of the Texas Property Code) against the property in the municipal land records.
6. The Landlord agrees to maintain the weatherization materials installed under this agreement in accordance with all relevant codes.
7. The Agency agrees to begin installation of weatherization materials on or about (date) \_\_\_\_\_, 20\_\_\_\_. From this date through the completion of the weatherization work, the Landlord agrees to provide during normal business hours, access by Agency personnel, Agency sub -contractors, and State & Federal officials to all dwelling units and common areas weatherized.
8. The Agency and Landlord agree that the tenants, present and future, are meant as the persons to benefit from the weatherization program. The tenants of weatherized units shall receive a copy of this agreement. The Agency agrees to provide a copy of this agreement to the tenant of the weatherized unit. The Landlord agrees to provide a copy of this agreement to all future tenants of weatherized units while this agreement is in effect.
9. In the event the Landlord defaults on, or materially breaches any term of this agreement, the Landlord shall be liable for liquidated damages, immediately due and payable to the Agency, to be computed as follows: the total cost of the project not borne by the Landlord shall be divided into twenty-four equal shares. One share shall be deducted for each full month which elapses between the date of completion of the work and the date of Landlord's default or breach. The remainder shall be paid as liquidated damages.
10. If any portion of this Agreement is held to be invalid by a court or administrative tribunal of competent jurisdiction, the remainder shall remain valid and binding.

Landlord/Authorized

Agent: \_\_\_\_\_ Date \_\_\_\_\_

Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_