



Dear Landlord,

Your tenant has expressed an interest in our free Weatherization Assistance Program. This letter is being sent to give you a general understanding of the weatherization process.

Initially our office screens applicants for eligibility. Landlord permission and proof of ownership is required for the process to continue. Once the applicant's eligibility has been established, and the signed Landlord's Agreement and proof of ownership has been obtained, the home is "ready to be assessed". A weatherization assessor/inspector will call your tenant to schedule an assessment appointment. Scheduling of these appointments is dependant upon funding availability and priority.

The assessment, which general takes about two hours, **may** include a blower door test, an air pressure diagnostic test, a combustion safety test, as well as a thorough visual inspection and measurement of the home. The assessor checks for areas in the home that may be contributing to excessive heat loss including existing insulation levels. This is a good time for you and your tenant to discuss possible weatherization measures with the assessor and to ask him/her questions regarding the home. *Please be aware that some homes have problems that may be beyond the scope of the weatherization program. Occasionally, these homes may need items corrected by you (the landlord) or by the tenant before any weatherization work can begin.*

After the assessment, an air sealing crew from the Council will schedule a time with the tenant to begin blower door guided air sealing work. This work is intended to "tighten up" the drafty areas of the home making it feel more comfortable. Next, the assessor will write up a bid outlining the work to be done. He/she will solicit bids from licensed, bonded contractors who are on our contractor's list. Most of their work will include insulation installation related measures. After the project "goes out to bid", some contractors may call to schedule an appointment to look over the home to accurately bid the work. Some may simply bid based on the sketch and information provided to them by the assessor.

After the bids are returned, a contractor will be selected to install selected measures. They will call the tenant to schedule time to do the weatherization work. Their work on-site usually take two to three days to complete. Upon completion, the contractor will notify us that the home is ready for inspection. The assessor/inspector will return to the home, inspect the work of the contractor, perform post weatherization tests as needed (i.e. blower door, combustion safety, etc.) and pass the work if all measures are acceptable. The contractor's work is guaranteed for one year from the final inspection date.

The amount and type of weatherization work is unique to each home and depends on the condition of the home at the time of assessment. Please be advised that it may be a MINIMUM of three to four months from the time of initial assessment until the contracted measures are complete.

If you have any questions about this process, or the enclosed forms, please contact the Weatherization Assistance Program at the Administrative office located in Thurston County at (360) 438-1100.

**Community Action Council - Administrative Office
420 Golf Club Rd SE, Suite 100 - Lacey, WA 98503**



Proof of Home Purchasing/Ownership Request



Dear Homeowner,

When returning the enclosed (signed) Weatherization forms in this package, we also require that you provide documentation as to the legal ownership of the property to be weatherized. (Please note that for our purposes, the legal owner can own or be purchasing the property.)

Examples of proof of ownership:

- A copy of property tax forms
- A copy of the title to the property (or Mobile Home vehicle registration)
- A statement or print-out from the County Assessor's Office

If you have any questions, please feel free to call the Community Action Council at (360) 438-1100.

Thank you,



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Wall Insulation Consent Form



Many older homes do not have adequate (if any) wall insulation. Since walls make up the largest surface area of the home, the chance of heat loss is great; but conversely, so is the chance for improved savings. Most every household that has received wall insulation has noticed an immediate difference in the comfort level of the home either by helping keep it cooler in the summer or warmer in the winter.

There are three installation methods used based on the type and condition of the home and its siding.

1. **Method 1. Drill through existing exterior siding and blow in insulation.** Additional insulation may be added to most homes by simply drilling uniformed holes through the exterior siding and blowing insulation material into these closed cavities. The holes are then plugged, sealed and primed.
2. **Method 2. Remove siding where necessary and blow in insulation.** Occasionally, homes with shingle-type siding may warrant removing designated shingles or rows of shingles (usually achieved by scoring or cutting them), drilling, filling and plugging the holes and reattaching the siding.
3. **Method 3. Interior wall blow insulation.** This method is used only on homes where it is not feasible to drill through the exterior siding. Such homes may have aluminum, slate or asbestos type siding. The occupant of the home must move (and return) all furniture and wall hangings away from the walls being insulated. Holes are drilled through these interior walls, insulation is blown in and the holes are plugged and spackled. The homeowner is responsible for the finished surface and paint.

Please note that in all cases, because of the nature of different paint shades and fading, we will not provide color-matching paint, only a primer coat. Any match of paint colors will be the homeowner's responsibility.

The installation method selected for your home will be determined based on the siding type and its general condition. The insulation material most commonly used will be cellulose. If other considerations are necessary, they must be listed below by the homeowner:

I understand the benefits and implications of installing closed-cavity wall insulation and hereby give my approval authorizing the installation of blow-in wall insulation in my home.

Homeowner Signature

Date



Weatherization Non-Maintenance Agreement



Homes, in general, are in a constant state of deterioration. They are being attacked by weather, moved by natural shifting and settling of foundations, not to mention the damage and wear caused by human contact. Roof leaks occur, cracks in the building envelope appear, and doors and windows become ajar and fail to seal properly. Routine upkeep and maintenance is required in order to insure a home stays in the condition it was originally intended. **IT IS NOT THE INTENT OF THIS PROGRAM TO SOLVE ALL PROBLEMS WITH YOUR HOUSE**, and considering the regulations and limited funds, it is not possible. THE GENERAL INTENT OF THIS PROGRAM IS TO HELP YOU REDUCE YOUR ENERGY CONSUMPTION BY INSTALLING APPROPRIATE MATERIALS AND HELP YOU LEARN MORE ABOUT CONSERVATION, so you can, in effect, help yourself make your home more comfortable and energy efficient.

After the work has been completed, it will be inspected by one of our qualified inspectors. Upon his/her approval and yours, you will be asked to sign a form stating that the work has been completed and meets your satisfaction. At this point, **IT BECOMES YOUR RESPONSIBILITY FOR UPKEEP AND MAINTENANCE OF THE MEASURES INSTALLED IN YOUR HOME**. It is likely that a few months after weatherization, you may need to make minor adjustments to windows and doors to insure that they continue to seal properly. **COMMUNITY ACTION COUNCIL OF LEWIS, MASON, AND THURSTON COUNTIES (CAC) CANNOT RETURN FOR THESE MAINTENANCE REPAIRS**. Remember, the program is not intended to be a home maintenance plan for all who receive weatherization. It is a ONE-TIME attempt to improve the energy efficiency of your home.

CAC's Weatherization Program is dependent on federal and state funding, which is provided to the low-income population in services and other benefits to help reduce the impact of high heating costs. CAC is a non-profit agency committed to provide available services to eligible clients without discrimination. The weatherization funds are limited in the dollar amount allowed per household and are restricted to comply with federal and state regulations. The intent of this letter is to inform you of the limitations of the program and will in no way be used to determine eligibility nor priority for people that have applied for weatherization.

This letter does not circumvent the contractor's responsibility to fulfill the ONE-YEAR WARRANTY REQUIREMENTS of this program.

I have read this letter and I am hereby acknowledging my understanding of its content.

Homeowner signature: _____ Date: _____



Weatherization Program

Property Owner/Agency Weatherization Agreement



I, _____, certify that I am the owner/authorized agent for the property located at _____ presently rented by _____.

I authorize the COMMUNITY ACTION COUNCIL of Lewis, Mason & Thurston Counties to make the following weatherization repairs and improvements, as they apply, with the understanding that I will make a cash contribution in the amount of \$ _____.

Stop infiltration through holes in the building envelope; insulate attics, walls and floors and ventilate as necessary; ventilate living space, provide for necessary repair or replacement to doors/windows; furnace audit, cleaning and tune-up; insulate ducts, pipes and water heaters; any repairs necessary to protect and extend the life expectancy of the aforementioned measures.

NOTE: DUE TO FUNDING LIMITS AND PROGRAM REGULATIONS, THIS LIST OF MEASURES MAY NOT BE ALL INCLUSIVE.

I understand that some / all of the work to be done will be financed by a grant from Community Action Council (CAC) and that CAC may need to inspect the work that is covered by its grant. I agree to give CAC access for such inspection. I release and agree to hold CAC harmless from any and all claims, losses, damages, costs and liabilities directly and indirectly arising from or in connection with the work to be performed, materials and labor required for the work or inspection of the work.

I further agree and acknowledge that CAC HAS NOT AND DOES NOT MAKE ANY IMPLIED OR EXPRESS WARRANTY (INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS), REPRESENTATION, OR PROMISE WITH RESPECT TO THE WORK TO BE PERFORMED, THE MATERIALS AND LABOR REQUIRED FOR THE WORK, OR THE WORK, IN FACT, PRODUCING ANY SAVINGS IN ENERGY CONSUMPTION.

Once certified, the applicant's file is retained (maximum one year) for prioritization and subsequent weatherization services. In cases where a file is determined to be incomplete or the applicant is ineligible for services, a Denial Letter will be issued. If weatherization services are denied, the applicant will be informed in writing as to the reason for such denial and any subsequent request for appeal by the applicant may be addressed to the Director of Housing & Emergency Services located at the address stated below.

In consideration of the weatherization work to be performed, the parties agree to the contents of this agreement in whole and:

1. That the present rent for the above-described premises is \$ _____ per _____.
2. That the rent shall not be raised at any time because of any increase in the value of the rental unit due solely to the weatherization assistance.
3. That from the effective date of this Agreement, and during a period extending through one (1) year following the date of completion of the weatherization work, the amount of rent will not be raised for any reason. That at the end of this period rent charged to the Tenant shall not be raised for an additional period of one (1) year, except to reflect the tenant's prorated share of the following expenses actually incurred and documented by the Landlord: (i) actual increases in property taxes; (ii) actual cost of amortizing improvements to the property (other than weatherization), which are accomplished on or after the date of this agreement and which directly benefit the tenant; or (iii) actual increases in expenses of maintaining and operating the property.
4. That from the effective date of this Agreement, and during a period extending through three (3) years following the date of completion of the weatherization work performed, the owner will not evict, terminate, or institute any court action for possession against any tenant or successor tenant, except for good cause pursuant to RCW 59.12.030(3)-(5).
5. That in the event the owner sells the premises within three (3) years after the weatherization work is completed, the Landlord will comply with one of the two following conditions:
 - (a) the owner shall repay Community Action Council at the date of sale an amount equal to the percentage of the three (3) year/month period remaining, times the full value of the material and labor as documented by Community Action Council work records, except if sold to low-income tenants; or
 - (b) the owner shall obtain, in writing prior to the sale, the purchaser's agreement to assume the Landlord's obligations under this agreement. The owner shall immediately upon entering into an Agreement of sale of the premises, so inform both Community Action Council and the tenants, by written notice.
6. That the present Tenants, or any successor tenants during the term of this Agreement, are the intended beneficiaries of this Agreement and shall have a right of enforcement.
7. That for breach of this Agreement, damages, where not otherwise specified, may be awarded in accordance with applicable law. The prevailing party in any suit to enforce this Agreement shall be entitled to recover his costs and a reasonable attorney's fee.
8. That the Community Action Council shall provide a copy of this Agreement and a synopsis explaining its terms to the present Tenant. That the owner shall provide a synopsis explaining the terms of this Agreement to subsequent tenants of the above rental unit, or to the new and subsequent occupants of rental units vacant on the effective date of this Agreement.
9. That the terms of this Agreement are incorporated into any other lease or agreement between the Owner and the Tenant, and between the Owner and any successor tenant during the term of this Agreement, and if there is any conflict between the provisions of this Agreement and the provisions of such other lease or agreement, the provisions of this Agreement shall govern. With the exception of the provisions outlined above, all provisions of the Washington State Landlord/Tenant Act (RCW 59.18) shall apply to the owner(s) and tenant(s).
10. That the provisions of this Agreement are severable. If any provision of this Agreement is found invalid, such finding shall not affect the validity of this Agreement as a whole, or any part or provision hereof other than the provision so found to be invalid.

Signature: _____ Date: _____
Owner/Authorized Agent

Printed Name: _____ Phone: _____

Address: _____
Mailing Address City/Town Zip Code

Approved by: _____ Date: _____
Agency Representative