



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,



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

Homeowner/Authorized Agent Weatherization Agreement



I, _____, certify that I am the owner/authorized agent for the property located at:

The owner(s) / agent(s) authorize(s) and accept(s) the installation of the following estimated weatherization improvements to said dwelling unit *:

Stop infiltration through holes in the building envelope; insulate attic, 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; address health and safety issues; any repairs necessary to protect and extend the life expectancy of the aforementioned measures.

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

I understand that some 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 the grant. I agree to give CAC access for such inspections. I agree to release and hold harmless from any and all claims, losses, damages, costs, and liabilities directly or indirectly arising from, or in connection with, the work to be performed, materials and labor required for the work, or the inspection.

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

All weatherization improvements performed on said dwelling unit will be completed in a workmanlike manner.

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.

I also grant permission for the following as initialed:

_____ The use of photographs of my home by the Community Action Council of Lewis, Mason & Thurston Counties for the purpose of training, documentation, or public relation purposes.

_____ The fuel supplier listed below to release information on my fuel bills, both past and future, to the Community Action Council of Lewis, Mason & Thurston Counties, or its designee.

Fuel Distributor: _____

CLIENT SIGNATURE _____

DATE _____

CAC REPRESENTATIVE _____

DATE _____