



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 takes 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
3020 Willamette Dr NE - Lacey, WA 98516**