

## WEATHERIZATION APPLICATION PROCESS

**Step 1: Fill out application fully sign and date the back**

**Step 2: Send Proof of ownership of home (recorded general warranty deed or recorded deed of trust.**

**Step 3: If you own a mobile send a copy of the title or paid property tax receipt with the year, make, model and serial number on the receipt.**

**Step 4: Send proof of income: check stubs for gross amounts the previous 3 months from the date of your application. Social Security Award letter, SSI Award Letter, SSD award letter, Veterans Benefit letter, Worker's Compensation print-out, Pension or retirement benefit letter, Tanf print-out, food stamp print-out, and un-employment payment print-out. If you own a business and are self employed send a copy of your 1040 tax return.**

**Step 5: If you are the applicant and 19 years old or older and do not work; fill out the zero income form and have it notarized. If you are not the applicant and are 19 years old or older living in the home fill out the zero income form but it does not have to be notarized.**

**Step 6: Send a copy of your Social Security card.**

**Step 7: Send a copy of your electric bill and/or gas bill if you have both. Specify whether you have a gas, electric, or propane furnace.**

**Step 8: If you rent; have the landlord fill out the Renter/Landlord agreement and send it with your application. If you are purchasing the home from an individual send a recorded contract for deed.**

**Step: 9 Fill out the Conflict of interest Addendum sign and date it.**

**Step 10: Fill out the Client Consent /Release of information form.**

**Please be sure to read all forms, make sure they are signed and dated and send them completed to:**

**EAST MISSOURI ACTION AGENCY  
403 PARKWAY DR PO BOX 308  
PARK HILLS MO 63601  
ATTENTION: WEATHERIZATION DEPARTMENT**