



# EAST MISSOURI ACTION AGENCY, Inc.

(A Community Action Agency)

403 Parkway Drive • P.O. Box 308 • Park Hills, Missouri 63601

Telephone: (573) 518-0291

Fax: (573) 431-2032

Toll Free: (800) 392-8663

TDD: 1-800-735-2966



## WEATHERIZATION ASSISTANCE PROGRAM

**MISSOURI** Department of Economic Development

Attachment 2-5a

Dear Landlord,

Your Tenant has applied for Weatherization Services through East Missouri Action Agency Weatherization Department for their rental unit. Attached is a form authorizing East Missouri Action Agency to audit the unit, and if the tenant and property are found eligible, install Weatherization measures that would help make the rental unit more energy efficient. Your signature is required in order for East Missouri Action Agency to complete Weatherization Services including an audit for energy efficiency and the installation of possible measures such as insulation and air sealing health and safety (carbon monoxide and smoke detectors), ventilation fans, and clean and tune the furnace, and energy efficient lighting.

The measures to be installed will be determined after the energy audit has been performed and information has been entered into an energy audit software program. Any measure installed (other than health and safety) must meet cost-effective requirements as determined from the energy audit software program. Homes and rental units that were previously weatherized after September 30 1994 are ineligible for additional weatherization services.

If you have information with regard to the section of the form requesting totals for all vacant/ineligible units, please be sure to provide it. If not, East Missouri Action Agency will work with your tenants to obtain this required information. This information is required for all rental units weatherized.

Please note that there is no cost to you unless the applicant resides in a multi-family complex of five (5) or more units per building. While there is no requirement to contribute on rentals of up to four units per building, East Missouri Action encourages you to consider a voluntary contribution that would be applied to your rental unit (s) being weatherized and stretch funding to Weatherize additional homes in East Missouri Action Agency's service areas.

If you have questions regarding your tenant's application for Weatherization Services, or the Landlord Agreement form, please contact Karen Roney at 573.518.0291 or e-mail [kroneyschnabel@eastmoaa.org](mailto:kroneyschnabel@eastmoaa.org).

Thank you for considering your tenant's application for Weatherization Services...

### HELP FOR TODAY - HOPE FOR TOMORROW

Serving the Counties of Bollinger, Cape Girardeau, Iron, Madison, Perry, St. Francois, Ste. Genevieve, Washington



**Weatherization Assistance Program Owner/Landlord Agreement  
Owner/Authorized Agent Certification**

Check One:  Single-Family Unit  
 Multi-Family (2 – 4 Units per Building) \_\_\_\_\_ # of Units  
 Multi-Family Complex (Five or More Units per Building) \_\_\_\_\_ # of Units

I, \_\_\_\_\_ certify that I am the owner or authorized agent for the property located at  
(address) \_\_\_\_\_  
and occupied by (tenant) \_\_\_\_\_

I authorize the (agency) \_\_\_\_\_ to weatherize the unit located above in accord with the following provisions:

1. I agree not to raise the rent on the unit(s) weatherized for a period of two years after weatherization is complete without just cause. Normal just cause for rent increases (i.e. increased costs, other building improvements, etc) are allowable.
2. The tenant will not be evicted (during the two-year period after weatherization) due only to weatherization work completed. Eviction for lease violations is allowable.
3. To the best of my knowledge, the unit listed above has not been weatherized by the Missouri Weatherization Assistance Program.
4. I agree that tenant(s) with utility inclusive rent will receive reductions in rent when utilities are reduced as a result of weatherization.
5. Owner shall not sell premises unless the Buyer agrees to assume all obligations contained in this agreement.
6. If the property is a Multi-Family Complex (more than 5 units per building), I agree to provide a minimum of a twenty-five percent (25%) cash contribution of estimated labor and material project costs before weatherization work can begin on the unit(s).

I am contributing \$ \_\_\_\_\_ towards the labor and material costs incurred toward this Weatherization project.

Are the energy utilities included in the rent?  YES  NO

Please enter the total number of people for all vacant / ineligible units not applying individually:

_____ # of Units	
_____ # of Elderly (60 and older)	_____ # of Disabled
_____ # of Children (19 and younger)	_____ # of Other

Owner/Agent's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner or Authorized Agent

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