

# KING COUNTY HOUSING AUTHORITY

## HOUSING REPAIR & WEATHERIZATION

5200 SOUTHCENTER BLVD., SUITE 280 • TUKWILA, WASHINGTON 98188  
PHONE (206) 214-1240 FAX (206) 214-1259

### **WEATHERIZATION APPLICANT:**

Enclosed is an application for the Weatherization Program that you requested. Please complete the application to the best of your ability, sign it and return it to our office. Please do not forget to complete and sign the "Permission" form. If you are a renter, you will also find a form entitled "Property Owner/KCHA Landlord Agreement". This form, together with the "Permission" form, **must** be signed by your landlord and returned with the application.

Along with the application you must submit verification of **all household income** for the **full three months preceding** your application.

Acceptable income verifications include:

- (1) Copies of pay stubs
- (2) Letter from social security
- (3) Unemployment printout from Employment Security Dept.
- (4) Self-employment; copies of self-employment records or of annual tax return
- (5) Direct deposit pension or direct deposit social security; the bank statement can be used for verification of pension income and social security income as well as verification of your social security number.

Other verifications that must be included:

- (1) Copy of social security card showing name and social security number
- (2) Address verification; copy of utility bill, preferably from your home heating source, i.e., Puget Sound Energy, Seattle City Light, etc., showing account number, name and address of responsible party living in the home.
- (3) Documentation of household members may be requested at a later date.

**All of the applicable preceding documentation must accompany the application to avoid delays in processing your application.**

If you have any questions regarding the application or verifications required, please do not hesitate to call Delores Mackey at (206) 214-1240.

Thank you.

# KING COUNTY WEATHERIZATION PROGRAM APPLICATION

**PLEASE PRINT.....**

**Applicant Name** \_\_\_\_\_  
LAST NAME, FIRST NAME

**Property Address** \_\_\_\_\_

**City, Zip Code** \_\_\_\_\_

Mailing Address, If Different \_\_\_\_\_

City, Zip Code \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      Msg. Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If not a citizen, have you applied for legal resident status?    Yes \_\_\_ No \_\_\_

Lived at Residence:    Years \_\_\_ Months \_\_\_\_\_

Number of People in Household: \_\_\_\_\_ (including yourself)

Number of Members who are:      0-5 yrs \_\_\_      6-17 yrs \_\_\_      60+ yrs \_\_\_

Handicapped \_\_\_    Migrant Seasonal Farm Worker \_\_\_

<i>Please check one box in Housing Status, Type, Heating Fuel</i>			<i>Please check all appropriate boxes</i>	
<b>Housing Status</b>	<b>Housing Type</b>	<b>Heating Fuel</b>	<b>Income/Benefits Type</b>	
<input type="checkbox"/> Own/Buy	<input type="checkbox"/> House	<input type="checkbox"/> Electric <input type="checkbox"/> Oil	<input type="checkbox"/> SSI	<input type="checkbox"/> Social Security
<input type="checkbox"/> Rental	<input type="checkbox"/> Duplex	<input type="checkbox"/> Nat. Gas <input type="checkbox"/> Wood	<input type="checkbox"/> AFDC	<input type="checkbox"/> Unemployment.
<input type="checkbox"/> Subsidized (Sect 8)	<input type="checkbox"/> Triplex	<input type="checkbox"/> Propane <input type="checkbox"/> Other	<input type="checkbox"/> GAU	<input type="checkbox"/> Earned Income
\$ / Mo.    \$	<input type="checkbox"/> Mobile Home		<input type="checkbox"/> VA	<input type="checkbox"/> Other
	<input type="checkbox"/> Apt. Bldg.			

**IF YOUR HEATING FUEL IS:**

**ELECTRIC**      Enter your electric utility account number here:      \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CHECK ONE:    \_\_\_PSE ELECTRIC    \_\_\_SEATTLE CITY LIGHT    \_\_\_TANNER ELECTRIC    \_\_\_OTHER \_\_\_\_\_

**NATURAL GAS**      Enter your gas utility account number here:      \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Voluntary Data:**      Female Primary Wage Earner?    Yes \_\_\_ No \_\_\_

Number of Household Members Who are:

Asian \_\_\_    Black \_\_\_    Hispanic \_\_\_    No American Indian \_\_\_    S.E.Asian \_\_\_    White \_\_\_    Other \_\_\_

Male \_\_\_    Female \_\_\_





- ( ) Single Family
- ( ) Duplex
- ( ) Tri-Plex
- ( ) 4-Plex

WEATHERIZATION PROGRAM  
PROPERTY OWNER/KCHA WEATHERIZATION AGREEMENT

I, \_\_\_\_\_, certify that I am the owner/authorized agent for the property located at \_\_\_\_\_, (address) presently rented by:

	<u>Tenant (s)</u>	<u>Tenant Rent</u>	<u>Contract Rent</u> <u>(subsidized housing only)</u>
1.			
2.			
3.			
4.			

I authorize the King County Housing Authority (KCHA) to make weatherization related repairs and improvements to my property identified pursuant to the Washington State weatherization Specifications. I hereby release and pledge to hold harmless KCHA, and its staff, from any liability in connection with the work.

In Consideration of the weatherization work to be performed, the parties agree:

1. "Rent" is defined as the tenant monthly payment to the Owner (non-subsidized housing) or the Contract rent (subsidized housing).
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 at all the rental units being weatherized will not be raised for any reason. That at the end of this period the rent 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 Owner; (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 operation the property.
4. The provisions of paragraph 3 may be waived by the Agency in writing if, and only if, the premises are leased under a state or federal rent subsidy program, which restricts the amount of rent the owner may charge, in which case the actual contract rent charged by the owner shall conform to the standards of the rent subsidy program.
5. 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). (e.g., non-payment of rent, committing waste, maintaining a nuisance).





# KING COUNTY HOUSING AUTHORITY

HOUSING REPAIR AND WEATHERIZATION OFFICE

5200 SOUTHCENTER BLVD. STE. 280 • TUKWILA, WA 98188  
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## PERMISSION FORM FOR WEATHERIZATION RENTAL HOUSING

Address of home \_\_\_\_\_ When was this home built (approximate)? \_\_\_\_\_

Does your home have:

A roof leak?	Yes( ) No( )	Water in the crawlspace?	Yes( ) No( )
Any rot/decay or mildew?	Yes( ) No( )	Plumbing leaks?	Yes( ) No( )
Moisture noticeable on windows?	Yes( ) No( )	A furnace which works properly?	Yes( ) No( )
Termite/carpenter ants?	Yes( ) No( )	Carpet that has been soaked?	Yes( ) No( )
Cars parked in attached garage?	Yes( ) No( )	Indoor pets?	Yes( ) No( )
Any household member pregnant?	Yes( ) No( )	Leaks or stains on ceiling?	Yes( ) No( )
Any household member with asthma, respiratory problems or flu like symptoms?	Yes( ) No( )		
Paints, solvents, thinners, or pesticides stored within the home?	Yes( ) No( )		
Any household members who smoke inside the home?	Yes( ) No( )		

Comments \_\_\_\_\_

For your consideration:

- Some attic areas are difficult to access in order to install insulation. Access may be necessary through the roof, gable end and/or the interior. All penetrations are to be properly sealed and holes for ceiling access, if any, drilled and plugged. In these instances the auditor and/or installer is to clarify the access method(s).
- In order to insulate walls, holes must be drilled either through the outside siding or the inside wall if the contractor cannot remove and replace the siding. In either case, the contractor will plug and patch holes. The homeowner is responsible for any finishing and painting.
- When adding floor insulation, additional vents may be added in the foundation. The added vents provide air ventilation and reduce moisture problems.
- To make your home healthier, it may be necessary to install an exhaust fan, range hood or ventilation system.
- It may be necessary to service or repair the furnace or heating system.
- It may be necessary to make minor repairs to prepare for the weatherization. Minor repairs may include limited roof patching, dry rot repairs, electrical repairs and pest control.
- The weatherization program may provide a new energy efficient refrigerator if the following two conditions are satisfied: (1) we must calculate that purchase of a new refrigerator will be cost effective and (2) the existing refrigerator(s) must be removed and decommissioned by the appliance dealer (so that inefficient refrigerators are no longer functional). The owner of the existing inefficient refrigerator shall be the owner of the new efficient refrigerator.
- Homes built before 1978 may contain lead based paint and weatherization activities could disturb that paint. On rare occasions, testing the paint for lead is necessary. If lead exists, the paint is not removed or abated. Instead lead hazards in the work area are safely removed. The building owner receives copies of initial and follow-up test reports and is responsible for disclosing to any future workers on the home and renters or purchasers of the home the presence of lead based paint. The typical weatherization project, however, does not require paint testing. Workers follow a "Safe Work Practices" approach to their work, whether lead is known to be present or not, in order to avoid exposing household members to possible lead debris.
- Replacing windows is *not* a routine part of the weatherization since window replacement is not often cost effective.

Please comment on any concerns regarding weatherization: \_\_\_\_\_

I hereby give my permission to weatherize my home. It is understood that the weatherization program will cover the costs of eligible measures noted above. Only cost effective energy upgrades and necessary related repairs will be addressed. Some improvements may require landlord funding contributions, including all or part of costs of furnace replacement, window replacement, significant related repairs, etc. KCHA will communicate with the landlord if funding contributions for specific improvements are necessary.

I hereby release and pledge to hold harmless King County Housing Authority and its staff from any liability in connection with the work performed or any act or eventuality arising from the work.

I understand that my participation in the weatherization program is subject to funding availability and that, upon completion of my weatherization project, a minimum of two years must elapse before I may again participate in this program.

Both the tenant and the landlord (building owner) must indicate their agreement by signing below.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Tenant)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Building owner)

Building owner information: Address \_\_\_\_\_ Phone Number \_\_\_\_\_