



Energy Coordinating Agency
800 Industrial Street, Suite E, Wilmington, DE 19801
(302) 504-6111 www.ecaSavesEnergy.org

Required Documents to complete Weatherization application:

Please refer to the **income guidelines** page to see if you are income eligible. If you are eligible, please gather and mail in copies of the completed forms and required documents.

DO NOT SEND ORIGINALS! We cannot process your application without these forms/copies.

If you have questions, problems, or need assistance- please call the Weatherization Program at 302-504-6111.

Proof of US Citizenship

- Certified original copy of birth certificate for all household members **OR** US Passport
- Social Security Cards **OR** print outs for all household members
- If not a US citizen - Proof of Qualified (legal) Alien Status - original greencard

Proof you are a resident of Delaware

- Driver's license **OR** Non-Driver ID card for anyone 18 or over
- Lease, utility bill; cable bill; bank statement **OR** federal or state government correspondence showing Delaware address.

Proof of household income for all household residents over the age of 18

- Income – Fixed
 - Social Security, SSI, Veteran benefit, pension; provide awardletter **and/or** a **complete** and **current** copy of your bank statement indicating benefit amount.
- Income – Employment
 - Paystubs, past 3 months (13 weeks) for each household member 18 and older
 - If full time student over age of 18, provide proof of full-time student status paperwork from the school they attend.
- Government Assistance
 - Child Support, past 12 month print out
 - TANF
 - GA
 - Current Food Stamp Letter
 - Unemployment, past **12 month** print out

Energy usage information (how you light AND heat your home)

- Complete (all pages)** and **Current** electric bill
- Complete Current heating bill
- Print receipts or printout on oil or propane usage for the heating season.

Proof of ownership or rental information

- Proof of home ownership (deed, current mortgage statement or tax bill)
- Complete current signed lease with address, utilities, and signature pages
- Complete current subsidized rent recertification showing amount you pay
- Renters **MUST** have Weatherization Landlord form completed to receive audit

Please submit copies of the completed forms & required documents when you have completed gathering the required documents and filling out the forms.

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