Dear Property Owner:

One or more of your tenants has applied for Vermont Weatherization Assistance Program (WAP) Services. This may be an opportunity for you to make improvements to your property using subsidized energy efficiency services from state and federal programs and Efficiency Vermont.

The Weatherization Program’s goals are to save energy and make homes healthier and more affordable for low-income Vermonters. Homes qualify based on the occupants’ income, whether homeowner or renter.

**WHAT WE DO**

After we verify eligibility, Weatherization begins with a visit to your tenants from our ‘energy efficiency coach,’ followed by an extensive energy audit. Of course we need your cooperation to be most effective.

- The efficiency coach conducts an interview and suggests ways to improve comfort and save money.
- He/she also will install electrical efficiency products at no cost to you, funded by Efficiency Vermont, such as lightbulbs; hot water-saving measures if electrically heated; replacement refrigerators, washers and dehumidifiers if qualified; and new equipment such as air-source heat pumps. **NOTE that you retain ownership of these, unless they replace items that were previously tenant-owned.**
- An energy auditor visits to take dimensions, measure air-leakage, and check insulation levels and the condition of heating and ventilating equipment.
- The auditor drafts a work scope and calculates the benefits and cost of possible retrofit measures.
- Typical work includes: air-sealing, adding insulation, and making efficiency improvements to the heating system. In some cases we may need to have you, as the owner, make certain repairs to allow us to do our work thoroughly and protect the materials that we install. **While the goal is to save energy, the work also improves durability and reduces maintenance and turnover.**

**ALL THAT WE ASK OF YOU IS . . .**

1. Read over the Requirements on page 2 of this form, and other forms included in this packet. Please sign, date and return the forms to us within 2 weeks so that we can schedule the energy audit visit.
2. After we advise you that we have confirmed eligibility, please give the other tenants in the building heads-up that our energy efficiency coach will be visiting soon.
3. Join the energy auditor, or have your building manager available, when we visit your property.
4. Help us prepare the building for the energy audit. We’ll provide a checklist of things to do.
5. Give your tenants advance notice when our energy audit and work visits are scheduled. And keep us informed of any changes or other pertinent information during the project.

**WHAT’S NEXT?**

When we receive your signature on this and attached documents and verified eligibility of your tenant(s), we will schedule the efficiency coach, and then the energy audit. Then the auditor will meet with you to discuss the recommended measures and review anything needed from you for us to proceed with the work.

**We will try to keep it as simple as possible! Please feel free to call with any questions you have.**

Form 613, v6.0, 03/29/2018
Please list your tenants so we will know when the paperwork is complete. Attach separate sheet if needed.

<table>
<thead>
<tr>
<th>Tenant Name:</th>
<th>Mailing Address:</th>
<th>Phone Number:</th>
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Apartment Owner Requirements

As a publicly funded program, there are some requirements of which you should be aware.

1. **Permission to Enter Premises, and Notification of Tenants**
   By signing this document, you acknowledge the above stipulations, and agree to allow WAP representatives to enter the premises of the building(s) named below, accompanied by you or your agent, for purposes of assessing possible energy efficiency improvements and collecting additional eligibility documentation from the tenants. You also agree to issue 48-hour advance notification to tenants as required by law prior to WAP agency’s scheduled visits.

2. **Proof of Ownership**
   You must provide current proof of ownership of the building(s) being served. Valid proof includes: Real estate or School tax bill or receipt; or copy of Deed or Mortgage.

3. **Building(s) must not be for sale** including listed or advertised, or in non-public negotiations or discussions with potential buyers. However, if the building(s) is part of a development project that includes a property transfer, the final owner may provide documentation explaining the transfer process and schedule.

4. **Rent Stabilization and Demographic Data**
   Program rules require that you agree not to increase rents as a result of WAP services. You are not required to absorb other unrelated cost increases without raising rents appropriately. Your tenants will be advised of this requirement. The rent stabilization period is one (1) year after completion of WAP work if the tenants pay for heat, or three (3) years after completion if you pay for heat. The maximum rents for each unit are the rent levels as of date of Owner signature below. Lastly, you agree to provide, or assist us to collect, non-personal demographic data on your tenants as required by the Program.

______________________________
Physical Address of Building(s)

______________________________
Property Owner signature and Date

______________________________
WAP Agency signature and Date

______________________________
Name printed and Title

______________________________
Name printed and Title

Contact Person to schedule site visit:

____ Owner

____ Property manager:

Name & contact info: ____________________________

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