

Requirements of Apartment Owners and Permission to Enter Premises

Vermont Weatherization Assistance Program

Dear Property Owner:

One or more of your tenants has applied for Vermont Weatherization Assistance Program (WAP) Services. If he/she/they qualify on the basis of household income, this may be an opportunity for you to receive subsidized energy efficiency services from state and federal programs and Efficiency Vermont.

The goals of the Weatherization Program are energy conservation and healthier living conditions for low-income Vermonters.

WHAT WE DO

Weatherization begins with an extensive energy audit. Of course we need your permission and cooperation in order for our work to be effective. The process is as follows:

- We visit the home and record such information as the floor plan, square footage or exterior surfaces, insulation levels, and the condition of various heating and ventilating devices.
- We perform diagnostic tests such as measuring the buildings for draftiness, checking the efficiency and safety of combustion devices, and spot-checking electrical wiring. There is some preparation required of you or your manager for these tests, and we will provide a checklist prior to the visit.
- We interview the occupant(s) to find out how the building is used and how it performs during different times of the year.
- We analyze this information and calculate the benefits and cost of possible retrofit measures. Typical measures include: air-sealing to reduce draftiness, adding insulation to reduce loss of heat to the outside, and heating system efficiency improvements. In some cases we may need to have the owner make certain repairs to allow us to do our work thoroughly and protect the materials that we install. In most cases we can save 15 to 25 percent or more on fuel bills.

ALL THAT WE ASK OF YOU IS ...

1. We ask that you contact the rest of your tenants in the building (if any) and ask them to call us to apply. There are varying percentages of eligible units required for different weatherization grants.
2. Join us, or have your building manager available, for a walk-through or first visit of your property.
3. Review the Apartment Owner Requirements on the second page of this form, and sign, date and return the form to us.

WHAT'S NEXT?

When we receive the included signed documents and other tenant applications, if applicable, we will then schedule a site visit and energy audit. Once that is complete, the auditor will discuss the recommended measures to be installed and further review anything needed from you for us to proceed with the work.

In any event, and at any time during this process, please feel free to call with any questions you have.

Please list your tenants so we will know when the paperwork is complete. Attach separate sheet if needed.

Tenant Name:	Mailing Address:	Phone Number:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Apartment Owner Requirements

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

1. 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 when they contact us; if any do not contact us, for any reason, you agree to ensure they receive our Tenant Notice (WAP Form 605). 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 assist us to collect tenant demographic data as required by the Program.

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. 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.

Physical Address of Building(s) _____

Property Owner signature and Date

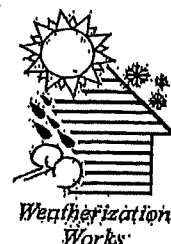
WAP Agency signature and Date

Name printed and Title

Name printed and Title

Contact Person to schedule site visit:

- _____ Owner
- _____ Property manager:
- Name & contact info: _____



VERMONT WEATHERIZATION ASSISTANCE PROGRAM



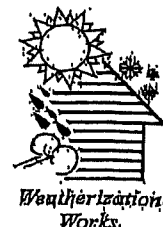
APARTMENT BUILDING STANDARDS HEALTH, SAFETY, AND BUILDING QUALITY



The Vermont Home Weatherization Assistance Program (WAP) requires that rental properties meet minimum standards to qualify for WAP funding. Building Owners who do not themselves qualify for WAP services must make any necessary upgrades prior to WAP services, however WAP will assist in identifying problems and suggesting corrective action.

1. **Safety devices.** The building must be equipped with functional, code-compliant smoke alarms, carbon monoxide alarms, and fire extinguishers.
2. **Combustion Equipment.**
 - 2.1. Heating and water heating systems must be in safe working order with evidence of maintenance by a licensed technician within the last 12 months for oil-fired equipment and 24 months for gas-fired (propane or natural gas) equipment.
 - 2.2. Existing systems must be correctly installed, including: Venting; Fuel supply; Safety devices (such as remote switch, firematic, spill switches, temperature/pressure relief valve, etc.).
 - 2.3. Any deficiencies to combustion-air supply must be corrected. In some cases, deficiencies may result after WAP reduces general air leakage. WAP will advise of this situation in advance when possible. Costs for correcting such deficiencies will also be the Owner's responsibility.
 - 2.4. Any "vent-free" heating equipment must be permanently disconnected and removed from the building.
 - 2.5. Gas (propane or natural) cooking ranges that produce excess carbon monoxide due to improper combustion must be remedied or replaced.
3. **Plumbing.** Any plumbing leaks, such as heating, hot water, water supply or drainage, must be repaired. Plumbing vent stacks must be properly vented to outside.
4. **Electrical.** Any obvious electrical deficiencies must be repaired by a licensed electrician. However, general upgrading to current code is NOT required.
5. **Ventilation.** Proper ventilation meeting current standards must be installed. The Owner is responsible for costs of necessary systems; however, WAP may assist with installation of correct venting.
6. **Structural and General.**
 - 6.1. Obvious structural defects must be repaired. Structural upgrades required by increased snow load, resulting from improved insulation and air-sealing, is also Owner's responsibility.
 - 6.2. Water intrusion, such as from leaky foundation wall, poor exterior grading, deteriorated roof and/or improper flashing, must be corrected.
 - 6.3. Defective windows or doors must be repaired or replaced. Replacement windows must meet life-safety regulations. Any other requirements, such as historic preservation, are also responsibility of the Owner.
 - 6.4. Hazardous materials such as vermiculite and asbestos may require abatement, and if you are unwilling or unable to abate, may prevent WAP services from proceeding.

Receipt acknowledged by (Owner's signature & date)





P.O. Box 186
 St. Johnsbury, Vermont 05819-0186
 Tel.: 802-748-8935
 Fax: 802-748-8936

P.O. Box 584
 Newport, Vermont 05855-0584
 Tel.: 802-334-7378
 Fax: 802-334-8148

Number of persons in your household

	1	2	3	4	5	6	7	8
Annual	\$55,050.00	\$62,900.00	\$70,750.00	\$78,600.00	\$84,900.00	\$91,200.00	\$97,500.00	\$103,800.00
Monthly	\$4,587.50	\$5,241.67	\$5,895.83	\$6,550.00	\$7,075.00	\$7,600.00	\$8,125.00	\$8,650.00

Based on the maximum allowable gross income for my household, I am /I am not (**please circle one**) eligible as a landlord for the Weatherization Program.
 If you feel you ARE eligible, please provide proof of your income to NETO along with the enclosed landlord paperwork.

Signature of Landlord _____ Date _____

Tenant Name: _____

Tenant Physical Address: _____

