



COLORADO Energy Office

**COLORADO ENERGY OFFICE WEATHERIZATION APPLICATION INSTRUCTIONS**

1. THE APPLICANT NEEDS TO FILL OUT THE APPROPRIATE PAGES & SIGN ON PAGES 2, 3, 5 & 6. LIST YOURSELF & ALL PERSONS LIVING IN THE HOME IN HOUSEHOLD SECTION ON PAGE 1.
2. IF YOU RENT, THE LANDLORD OR PROPERTY MANAGER NEEDS TO COMPLETE & SIGN THE PERMISSION FORM ON PAGE 4 WHICH PERTAINS TO RENTAL PROPERTIES.
3. **COPY OF COLORADO DRIVER'S LICENSE, COLORADO STATE I.D., MILITARY I.D. OR PASSPORT OF APPLICANT IS THE PREFERRED ACCEPTABLE ID.**
4. ERC MUST HAVE A PHONE NUMBER, CELL NUMBER OR E-MAIL ADDRESS TO CONTACT YOU
5. **A RECENT COPY OF YOUR N. GAS, ELECTRIC OR PROPANE BILL IS NEEDED FOR YOUR FILE.**
6. XCEL ENERGY CUSTOMERS A COPY OF YOUR BILL IS REQUIRED FOR YOUR FILE SHOWING YOUR ACCOUNT NUMBER & PREMISE NUMBER FOR YOUR ADDRESS

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**TO AUTOMATICALLY QUALIFY:** PROVIDE **CURRENT** PROOF THAT YOU RECEIVE ASSISTANCE FROM ONE OF THE FOLLOWING PROGRAMS:

**LEAP / SNAP / TANF / AND / OAP / SSDI / SSI** (Supplemental Security Income)

SEND A RECENT COPY OF YOUR LEAP ELIGIBILITY AWARD LETTER OR AN ELIGIBILITY PRINT OUT FROM SOCIAL SERVICES.

(You will not need to send any income proof if you provide proof of eligibility from one of the above programs)

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**TO QUALIFY BY LOW-INCOME GUIDELINES YOU MUST SEND IN:**

- ◆ MOST RECENT PAY STUBS FOR EACH EMPLOYED PERSON IN THE HOUSEHOLD FOR THE PAST 3 MONTHS PRIOR TO SUBMITTING YOUR APPLICATION.
- ◆ CURRENT INCOME PROOF RECEIVED FROM: MOST RECENT SOCIAL SECURITY AWARD LETTER, RETIREMENT PENSION PROOF, ANNUITY, VA BENEFITS, DISABILITY PROOF FOR , ALIMONY, WORKER'S COMP, RENTAL PROPERTY or UNEMPLOYMENT PROOF.
- ◆ SELF-EMPLOYED— COPIES OF BUSINESS LEDGERS FOR THE PAST 3 MONTHS. RECEIPTS OF SERVICES FOR PAST 3 MONTHS. (Request an income affidavit form that needs notarized )
- ◆ COPY OF COLORADO DRIVER'S LICENSE, COLORADO I.D, MILITARY ID OR PASSPORT

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Energy Resource Center office hours are Monday through Thursday 7:00 am-5:30 pm. Return your CEO application as soon as possible so that you can be placed on the waiting list. ERC services Alamosa, Conejos, Costilla, Mineral, Saguache & Rio Grande Counties. Our current waiting list varies depending upon our current County applicant list and funding available.

**Please submit your completed application to our new address for 2018:**

**Energy Resource Center / 2311 Commerce Circle / Alamosa, CO 81101**

**(719) 587-9492**

**e-mail: lupitag@erc-co.org**