

## HOME WEATHERIZATION GRANT APPLICATION CHECKLIST



***All of the documentation listed below (if applicable) must be submitted with the application; otherwise, your application will be considered "incomplete." Please note that additional documentation may be required.***

- Home Weatherization Grant Program Application  
*Including the Confidential Financial Statement, Statement of Applicant, and Applicant Demographic Profile*
- Lead Based Paint – “Protect Your Family From Lead In Your Home”  
*Read this notification carefully and sign the “Acknowledgment of Receipt of Pamphlet” section in this application*
- Social Security Cards for anyone living in the home
- Last year's Federal Income Tax returns for anyone 18 or older living in the home  
*Anyone living in the home who is a full-time student may submit a copy of a current class schedule instead.*  
  
*If you were not required to file a tax return, provide documentation showing last year’s total household income. (EXAMPLE: a statement from the Social Security Administration stating the total benefits received last year.)*
- Copies of recent paycheck stubs for anyone 18 or older living in the home.  
*If self-employed, please submit a tax return for your business/company.*
- If you receive Social Security or Disability benefits, submit last year’s statements
- Bank statements
- If you receive unemployment compensation, submit a determination letter or latest check stub
- Most recent mortgage statement
- Most recent real estate tax bill
- If you currently have a trust, submit a letter of direction (if the record owner is a bank or trust company) or a copy of the trust (if the record owner is your trust)
- Proof of Homeowner's Liability Insurance showing amount of current coverage.  
*If your property is located in a flood plain, you need proof of flood insurance and proof must be submitted to the Village.*
- A plat of survey (required for exterior work)
- A “wish list” of improvements you would like to see made to your home

***If you have any questions regarding the Home Weatherization Grant Program, please call the Community Development Department at 847-818-5328 or email [Alalagos@mountprospect.org](mailto:Alalagos@mountprospect.org).***

**APPLICATION FOR MOUNT PROSPECT**  
**HOME WEATHERIZATION GRANT PROGRAM**

**SECTION I: HOUSEHOLD INFORMATION**

1. Homeowner Name(s): \_\_\_\_\_ Date: \_\_\_\_\_
2. Street Address: \_\_\_\_\_
3. Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_
4. Year House was Built: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_
- House Style:      Ranch      Split Level      2-Story      Other: \_\_\_\_\_
5. Year Home was Purchased or Occupied: \_\_\_\_\_ Years Lived in Home: \_\_\_\_\_
6. Purchase Price: \_\_\_\_\_ Current Mortgage Balance: \_\_\_\_\_
7. Number of Persons Residing in Home: \_\_\_\_\_
8. Household Composition: *(List each person living in the dwelling, including dependents)*

<u>Name</u>	<u>Age</u>	<u>Relationship to Applicant</u>
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____
e. _____	_____	_____

**The applicant certifies that the following terms and conditions of the program are understood:**

- a. The Village may establish documentation by taking before and after pictures.
- b. The contractor shall be selected by competitive bidding. The Housing Administrator shall determine the lowest responsible bid.
- c. The Village will be indemnified and held harmless for any damages or loss sustained by any person or property whatsoever connected with or arising out of the work to be performed.
- d. Final payment to the contractor shall be processed after the owner signs and submits copies of the Estoppel Agreement and the Final Payment Authorization form.

_____ Owner's Name	_____ Signature	_____ Date
_____ Owner's Name	_____ Signature	_____ Date

**SECTION II: PROPOSED IMPROVEMENTS**

Please briefly explain what weatherization improvements you propose to make to your home, or what heat loss problems you hope to correct. Check the appropriate categories and provide a general explanation, if necessary.

Thermopane or storm windows or doors

Insulation:             Attic             Walls             Duct(s)

Heating System:    Improvements                            OR            Replacement

General Repairs, patching of holes, etc.

Weatherstripping or caulking

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

**SECTION III: INCOME INFORMATION**

List the amount of monthly income that you currently receive from each of the following sources:

	Head of Household	Total All Other Household Members
Full-time Employment:	\$ _____	\$ _____
Part-time Employment:	\$ _____	\$ _____
Social Security:	\$ _____	\$ _____
S.S. Disability:	\$ _____	\$ _____
S.S.I. Disability:	\$ _____	\$ _____
VA Pension:	\$ _____	\$ _____
Other Pension:	\$ _____	\$ _____
Public Aid:	\$ _____	\$ _____
Net Property (Rental) Income:	\$ _____	\$ _____
Child Support:	\$ _____	\$ _____
Alimony:	\$ _____	\$ _____
Other: _____:	\$ _____	\$ _____

Total Household Income from All Sources\* for Last Year (Jan. 1-Dec.31): \$ \_\_\_\_\_

\*(In determining last year's total household income, include total earnings for each member of the household. "Earnings" include wages, pensions, alimony, interest, dividends, net rental income, public assistance, and Social Security.)

**SECTION IV. STATEMENT OF APPLICANT**

I do hereby swear and affirm that my total household income from all sources totaled \$\_\_\_\_\_. This income was received in the manner described above. I understand that the Village of Mount Prospect relies upon the validity of this statement to determine my eligibility for participation in housing assistance programs operated by the Planning and Zoning Department with funds from the U.S. Department of Housing and Urban Development.

I agree to abide by all current and applicable policies as administered by the Planning and Zoning Department. I have read and understand the attached guidelines. I believe that I am eligible according to these guidelines and agree to follow the steps as outlined. I affirm that I am the owner and occupant of the property listed herein, and that all statements made by me on this application are true to the best of my knowledge and belief.

**PENALTY FOR FALSE OR FRAUDULENT STATEMENT:**

**U.S. CODE, Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed 5 years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious, or fraudulent statements knowing same to be false.**

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**SECTION V: LEAD-BASED PAINT**

**Written Acknowledgement of Receipt of Lead-Based Paint Pamphlet**

To be signed by homeowner(s)

I have received a copy of the pamphlet, Protect Your Family from Lead in Your Home, informing me of the potential risk of lead hazard exposure from renovation activity to be performed in my household. I received this pamphlet before the work began.

This is to certify that I  do  do not have children who have elevated blood lead levels.

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPLICANT DEMOGRAPHIC PROFILE

The following information is required by the federal government for certain types of loans related to a dwelling in order to monitor the lender's compliance with equal credit opportunity and fair housing laws. You are not required to provide this information but are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to provide this information, under federal regulations, the lender is required to note race or national origin and sex on the basis of visual observation or surname. If you do not wish to provide this information, please check below.

PROGRAM NAME: **Home Weatherization Grant Program**

DATE: \_\_\_\_\_

I do not wish to furnish this information

Name of Head of Household: \_\_\_\_\_

1. Head of Household (Check all that apply):

- Single
- Married
- Elderly
- Single Parent with Children
- Two Parents with Children
- Other \_\_\_\_\_

2. Ethnicity of Head of Household:

- Hispanic or Latino
- Not Hispanic or Latino

3. Race of Head of Household (Check all that apply):

- American Indian or Alaska Native
- Asian
- Black or African-American
- Native Hawaiian or Other Pacific Islander
- White

4. Number of Household Members: \_\_\_\_\_

5. Sex of Head of Household:     Female         Male

6. Physically Disabled Head of Household?     Yes         No