



PROPERTY ELIGIBILITY APPLICATION FOR LANDLORDS

Complete and return signed application and requested income eligibility documents if you are the landlord of the property applying for air sealing and insulation improvement rewards and a FREE energy assessment. All occupants of the property, including a landlord who may reside in one of the property's living units, must complete the Income Eligibility Application for Property Occupants. NOTE: The information on the application will only be used to qualify the property for program rewards and will not be shared with third-parties without the applicant's consent. For assistance completing this application, refer to the Income Eligibility Application Guidebook available at focusonenergy.com/homeperformance or call **855.533.8103**. Focus on Energy rewards are subject to change.

SECTION 1: PROGRAM ELIGIBILITY (If you can answer "Yes" to items 1-5 below for all units in the property you are applying for, please complete and return the application. You may be eligible for enhanced rewards. If you can answer "Yes" to items 1-4 and "No" to item 5, you are not eligible for the FREE energy assessment and enhanced rewards; however, you are still eligible for Home Performance rewards. Visit focusonenergy.com/homeperformance for next steps.)

		YES	NO
1	The property I am applying for receives utility services from a participating Focus on Energy utility company (refer to guidelines).	<input type="checkbox"/>	<input type="checkbox"/>
2	The property I am applying for is an existing home. NOTE: New construction or mobile homes are not eligible.	<input type="checkbox"/>	<input type="checkbox"/>
3	The property I am applying for is a residential building with three or fewer units.	<input type="checkbox"/>	<input type="checkbox"/>
4	At least 50 percent of the building is heated through natural gas or electricity.	<input type="checkbox"/>	<input type="checkbox"/>
5	The occupant(s)'s household income is less than 80 percent of the State Median Income (refer to guidelines).	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2: LANDLORD INFORMATION (If you reside in one of the living spaces on this property, please also complete the Income Eligibility for Property Occupant Application, available to download at focusonenergy.com/homeperformance or by calling 855.533.8103)

First Name:		Last Name:			
Mailing Address:		City:	County:	State:	Zip:
Daytime Phone:		Evening Phone:		Birth Date (mm/dd/yyyy):	
Email Address:			How did you hear about the program?		

SECTION 3: PROPERTY INFORMATION

Home Type: Check **ONE** only.
 Existing Home New Construction Mobile Home

Residential Building Type: Check **ONE** only.
 Single Family 2 Unit 3 Unit 4+ Units

Referring Trade Ally (Contractor), if applicable:

Installation Address #1:	City:	County:	State: WI	Zip:
Name of Occupant at Address #1:	Daytime Phone:	Email Address:		
Installation Address #2:	City:	County:	State: WI	Zip:
Name of Occupant at Address #2:	Daytime Phone:	Email Address:		
Installation Address #3:	City:	County:	State: WI	Zip:
Name of Occupant at Address #3:	Daytime Phone:	Email Address:		

SECTION 4: PROPERTY'S UTILITY COMPANY/HEATING SOURCE INFORMATION**Fuel Used for Space Heating.** (At least 50% of the home must be heated through natural gas or electricity)
 Electric
 Natural Gas
 Oil
 Propane
 Wood/Pellet
 LP
 Other

Is this the same fuel source for all units in the property?

 Yes
 No
Responsible party for property or unit's electric and/or natural gas utility services: (Check appropriate box)**LANDLORD****TENANT**

Installation Address #1: Electric utility services

Installation Address #1: Natural gas utility services

Installation Address #2: Electric utility services

Installation Address #2: Natural gas utility services

Installation Address #3: Electric utility services

Installation Address #3: Natural gas utility services

FOR SERVICES YOU ARE PAYING FOR, PLEASE PROVIDE THE UTILITY PROVIDER(S)

Address:	Electric provider for this property:	Electric Account Number(s):	Natural Gas provider for this property:	Natural Gas Account Number(s):
#1:				
#2:				
#3:				

SECTION 5: TERMS AND CONDITIONS AND ELIGIBILITY DECLARATION

By submitting this application, the Applicant(s) hereby certifies that he/she has read, agrees to and has met all Terms and Conditions and Program Qualifications as outlined in the application and guidelines.

- The Applicant further certifies that all of the information contained in this application and supporting documentation is complete, true and correct, and all household income has been fully disclosed.
- The Applicant may be required to provide proof of any information on this application and that giving false information will invalidate this application, require the return of any rewards received and could possible subject the Applicant to criminal prosecution.
- Applicants submitting an application who has not received approval for the program assume all risk, as they may not be approved for participation in the program and are therefore ineligible for program rewards listed on the application.
- Income eligibility approval does not guarantee payment of a reward. Applicants must meet all program requirements to be eligible for program rewards.
- All installations are subject to verification inspection by the program to ensure the measures were installed properly. Residents must allow, if requested, a program representative reasonable access to the home to verify installed measures.
- The Applicant can have as many energy assessments as they want completed on the property; however, the program will only pay for one FREE energy assessment.
- Rewards paid on this application cannot be claimed on another Focus on Energy application. Similarly, rewards can only be paid to one person or entity (i.e. either the resident or Trade Ally, not both).
- The program is not responsible for items (i.e. Income Eligibility Applications, supporting documentation, reward checks) lost or damaged in the mail.
- Income Eligibility Applications will be processed within three business days from receipt of the application if all necessary documentation is included. Applicants will be notified of income eligibility or denial by phone or email, followed by a letter of income eligibility notification sent via U.S. Mail.
- If application is approved, the property owner has 12 calendar months from the notification date to have eligible measures installed. If eligible measures are not installed within 12 calendar months, a new Income Eligibility Application must be resubmitted for approval.

SECTION 6: PERMISSION TO SHARE PROGRAM DOCUMENTATION (Please check the box signifying you have read and agreed to the statement).

If I am approved for this program, I give the Home Performance Program my permission to provide the necessary documentation and contact information to other Focus on Energy or government-funded programs for the purposes of contacting me about their programs and the financial assistance available to me.

 Other Focus on Energy programs.
 Other government funded income assistance organizations such as Me², Green Madison, etc.

 If I am approved for this program, I give the Home Performance Program my permission to provide my contact information to partnering Trade Allies (contractors) for the purposes of scheduling my FREE energy assessment or discussing program rewards and improvements.
SECTION 7: DOCUMENTS TO RETURN WITH YOUR APPLICATION (Please include the documents listed with your application to prevent delays)

Check the box signifying you have included the necessary documents. Applicants should black out all Social Security Numbers listed on the documentation.

 All tenants/renters, including landlords, living in a unit on the property's premises must complete a Home Performance with ENERGY STAR Income Eligibility Application for Property Occupants (Homeowners or Tenant/Renter). Applications can be downloaded at focusonenergy.com/homeperformance or available by calling 855.533.8103.

 Proof of homeownership (most recent real estate tax statement, current mortgage statement, recorded mortgage, land contract or life lease).
SECTION 8: SIGNATURES (Applicant will be notified of program eligibility by phone or email, followed by a letter sent via U.S. Mail)

Landlord's Signature:

Date:

Print Name:

Date:

FORM SUBMITTAL – RETURN SIGNED, COMPLETED FORM TO:

Mail: Focus on Energy Income Eligibility Dept. c/o Conservation Services Group, 2821 Dairy Drive, Suite 5, Madison, WI 53718

Email: HomePerformanceLevel2@focusonenergy.com **Questions: 855.533.8103**

Guidelines for Landlords



Thank you for your interest in Home Performance with ENERGY STAR® Reward Level 2 benefits. Please read the guidelines below for instructions on how to complete the application. To expedite the approval process and to avoid delays, make sure to include the necessary documents as requested below. If you have any questions, please contact us at **855.533.8103** or HomePerformanceLevel2@focusonenergy.com.

If you are approved for Reward Level 2 benefits you will receive the following:

- FREE Energy Assessment: A Focus on Energy Trade Ally (contractor) will do a visual inspection of your home, may perform diagnostic tests (blower door, combustion safety, infrared camera, etc) depending on the age and condition of your home, and provide you with a report and recommendations. Blower door and infrared camera tests are not guaranteed with a free assessment.
- Instant reward of 75 percent off of the cost of eligible air sealing, attic insulation and exterior wall insulation improvements, up to \$2,500.
- FREE energy-saving products such as ENERGY STAR® qualified compact fluorescent light bulbs (CFLs), up to 12 per household; high efficiency kitchen and bathroom faucet aerators; and water-saving showerheads.

SECTION 1: PROGRAM ELIGIBILITY

Read the statement and check the appropriate box to see if you are eligible for Reward Level 2 benefits. If you can answer “Yes” to all five items, please complete and submit the application.

SECTION 1: PROGRAM ELIGIBILITY (If you can answer “Yes” to items 1-5 below for all units in the property you are applying for, please complete and return the application. You may be eligible for enhanced rewards. If you can answer “Yes” to items 1-4 and “No” to item 5, you are not eligible for the FREE energy assessment and enhanced rewards; however, you are still eligible for Home Performance rewards. Visit focusonenergy.com/homeperformance for next steps.)

		YES	NO
1	The property I am applying for receives utility services from a participating Focus on Energy utility company (refer to guidelines).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	The property I am applying for is an existing home. NOTE: New construction or mobile homes are not eligible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	The property I am applying for is a residential building with three or fewer units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	At least 50 percent of the building is heated through natural gas or electricity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	The occupant(s)'s household income is less than 80 percent of the State Median Income (refer to guidelines).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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2-4

5

1 Eligibility Item 1: Focus on Energy programs are funded by participating Wisconsin utility companies. Check the list below to see if your utility company is a program participant.

List of Participating Utility Companies			
Adams-Columbia Electric Cooperative	Algoma Utilities	Alliant Energy	Arcadia Electric Utility
Argyle Electric & Water Utility	Bangor Municipal Utility	Barron Light & Water	Belmont Municipal Light & Water
Benton Electric & Water Utility	Black Earth Electric Utility	Black River Falls Municipal Utilities	Bloomer Electric & Water Utility
Boscobel Utilities	Brodhead Water & Light	Cadott Light & Water Department	Cashton Light & Water
Cedarburg Light & Water	Centuria Municipal Electric Utility	City Gas Company	City Utilities of Richland Center
Clark Electric Cooperative	Clintonville Utilities	Columbus Water & Light	Consolidated Water Power Company
Cornell Municipal Light Department	Cuba City Light & Water	Cumberland Municipal Utility	Dahlberg Light & Power Company
Eagle River Light & Water Utility	Eau Claire Energy Cooperative	Elkhorn Light & Water	Elroy Electric & Water Utility
Evansville Water & Light	Fennimore Municipal Utility	Florence Utilities	Gresham Water & Electric Plant

List of Participating Utility Companies			
Hartford Electric	Hazel Green Light & Water Utility	Hustisford Utilities	Jefferson Utilities
Juneau Utilities	Kaukauna Utilities	Kiel Utilities	La Farge Municipal Utilities
Lake Mills Light & Water	Lodi Utilities	Madison Gas & Electric	Manitowoc Public Utilities
Marshfield Utilities	Mazomanie Electric Utility	Medford Electric Utility	Menasha Utilities
Merrillan Electric & Water Utility	Midwest Natural Gas, Inc	Mount Horeb Utilities	Muscoda Utilities
New Glarus Utilities	New Holstein Utilities	New Lisbon Municipal Light & Water	New London Utilities
New Richmond Utilities	North Central Power Co. Inc.	Northwestern Wisconsin Electric Company	Oakdale Electric Cooperative
Oconomowoc Utilities	Oconto Electric Cooperative	Oconto Falls Municipal Utilities	Pardeeville Public Utilities
Pierce Pepin Cooperative Services	Pioneer Power & Light Co.	Plymouth Utilities	Prairie du Sac Utilities
Price Electric Cooperative	Princeton Light & Water Department	Reedsburg Utility Commission	Rice Lake Utilities
Richland Electric Cooperative	River Falls Municipal Utilities	Rock Energy Cooperative	Sauk City Utilities
Scenic Rivers Energy Cooperative	Shawano Municipal Utilities	Shullsburg Electric Utility	Slinger Utilities
St. Croix Gas	Stoughton Utilities	Stratford Water & Electric Department	Sturgeon Bay Utilities
Sun Prairie Utilities	Sun Prairie Utilities	Sun Prairie Utilities	Taylor Electric Cooperative
Trempealeau Municipal Utilities	Two Rivers Water & Light	Viola Municipal Electric Utility	Waterloo Utilities
Waunakee Utilities	Waupun Utilities	We Energies	Westby Utilities
Westfield Electric Company	Whitehall Electric Utility	Wisconsin Dells Water & Light Utility	Wisconsin Public Service
Wisconsin Rapids Water Works & Lighting Comm.	Wonewoc Water & Light Department	Xcel Energy	

2-4 Eligibility Items 2-4: Read the statements and answer appropriately.

5 Eligibility Item 5: Property occupants who make less than 80 percent of the State Median Income (SMI) are eligible to apply for Reward Level 2 program benefits. To determine if your income qualifies, find your annual household income and household size in the chart below. For example: If you have four family members, find “4” in the Household Size row and then look at the income amount in the 80 percent SMI row. If your household income is less than \$62,262, you may qualify for Reward Level 2 benefits.

ANNUAL HOUSEHOLD INCOME													
Household Size		1	2	3	4	5	6	7	8	9	10	11	12
Annual Income	80% SMI	\$32,376	\$42,338	\$52,300	\$62,262	\$72,224	\$82,186	\$84,054	\$85,922	\$87,790	\$89,658	\$91,526	\$93,394
3 month income	80% SMI	\$8,094	\$10,585	\$13,075	\$15,566	\$18,056	\$20,547	\$21,014	\$21,481	\$21,948	\$22,415	\$22,882	\$23,349

SECTIONS 2 - 4

Provide us additional information about yourself, your property and how your property is heated. If you reside in one of the living spaces on this property, also complete **Income Eligibility Application for Property Occupant Application**, available to download at focusonenergy.com/homeperformance or by calling **855.533.8103**.

SECTIONS 5 - 6

Read the Program Terms and Conditions and Eligibility Declaration statements and Permission to Share Program Documentation statements. Check the boxes indicating you have read and agreed to the statements. Contact us at **855.533.8103** if you have any questions.

SECTION 7

Check the boxes indicating you are including proof of homeownership such as most recent real estate statement, current mortgage statement, recorded mortgage, land contract or life lease and that all tenants/renters, including yourself, living in a unit on the property's premise must complete an application. NOTE: Tenants should complete and mail their application directly to the address indicated on the document to ensure sensitive financial information is kept confidential.

SECTION 8

Review your application. Make a copy of your completed application and supporting documents for future reference. Sign and print your name. Mail the application and required documentation to:

**Focus on Energy Income Eligibility Dept
c/o Conservation Services Group
2821 Dairy Drive, Suite 5
Madison, WI 53718**

Email: **HomePerformanceLevel2@focusonenergy.com**

Questions: **855.533.8103**

Fax: **608.222.2923**

SECTION 4: PROPERTY'S UTILITY COMPANY/HEATING SOURCE INFORMATION

Fuel Used for Space Heating: (At least 50% of the home must be heated through natural gas or electricity) the property?

Electric Natural Gas Oil Propane Wood/Pellet LP Other

Is this the same fuel source for all units in the property? Yes No

Responsible party for property or unit's electric and/or natural gas utility services: (Check appropriate box)

Installation Address #1: Electric utility services	LANDLORD	TENANT
Installation Address #1: Natural gas utility services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Installation Address #2: Electric utility services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Installation Address #2: Natural gas utility services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Installation Address #3: Electric utility services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Installation Address #3: Natural gas utility services	<input type="checkbox"/>	<input checked="" type="checkbox"/>

FOR SERVICES YOU ARE PAYING FOR, PLEASE PROVIDE THE UTILITY PROVIDER(S)

Address:	Electric provider for this property:	Electric Account Number(s):	Natural Gas provider for this property:	Natural Gas Account Number(s):
#1: 111 First Street, Apt. 1	Alliant Energy	1234-56-7801	MG&E	999-23-4566
#2: 111 First Street, Apt. 2	Alliant Energy	1234-56-7802	MG&E	999-23-4567
#3: 111 First Street, Apt. 3	Alliant Energy	1234-56-7803	MG&E	999-23-4568

SECTION 5: TERMS AND CONDITIONS AND ELIGIBILITY DECLARATION

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- The Applicant further certifies that all of the information contained in this application and supporting documentation is complete, true and correct, and all household income has been fully disclosed.
- The Applicant may be required to provide proof of any information on this application and that giving false information will invalidate this application, require the return of any rewards received and could possibly subject the Applicant to criminal prosecution.
- Applicants submitting an application who has not received approval for the program assume all risk, as they may not be approved for participation in the program and are therefore ineligible for program rewards based on the application.
- All installations are subject to verification inspection by the program. Applicants must meet all program requirements to be eligible for program rewards.
- All installations are subject to verification inspection by the program to ensure the measures were installed properly. Residents must allow, if requested, a program representative reasonable access to the home to verify installed measures.
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- Income Eligibility Applications will be processed within three business days from receipt of the application if all necessary documentation is included. Applicants will be notified of income eligibility or denial by phone or email, followed by a letter of income eligibility notification sent via U.S. Mail.
- If application is approved, the property owner has 12 calendar months from the notification date to have eligible measures installed. If eligible measures are not installed within 12 calendar months, a new Income Eligibility Application must be resubmitted for approval.

SECTION 6: PERMISSION TO SHARE PROGRAM DOCUMENTATION (Please check the box signifying you have read and agreed to the statement.)

If I am approved for this program, I give the Home Performance Program my permission to provide the necessary documentation and contact information to other Focus on Energy or government-funded programs for the purposes of contacting me about their programs and the financial assistance available to me.

Other Focus on Energy programs. Other government funded income assistance organizations such as Me? Green Madison, etc.

If I am approved for this program, I give the Home Performance Program my permission to provide my contact information to partnering Trade Allies (contractors) for the purposes of scheduling my FREE energy assessment or discussing program rewards and improvements.

SECTION 7: DOCUMENTS TO RETURN WITH YOUR APPLICATION (Please include the documents listed with your application to prevent delays)

Check the box signifying you have included the necessary documents. Applicants should black out all Social Security Numbers listed on the documentation.

- All tenants/renters, including landlords, living in a unit on the property's premises must complete a Home Performance with ENERGY STAR Income Eligibility Application for Property Occupants (Homeowners or Tenant/Renter). Applications can be downloaded at focusenergy.com/homeperformance or available by calling 855.533.8103.
- Proof of homeownership (most recent real estate tax statement, current mortgage statement, recorded mortgage, land contract or life lease).

SECTION 8: SIGNATURES (Applicant will be notified of program eligibility by phone or email, followed by a letter sent via U.S. Mail)

Landlord's Signature: Marianne Langdon Date: 5/1/13

Print Name: Marianne Langdon Date: 5/1/13

FORM SUBMITTAL - RETURN SIGNED, COMPLETED FORM TO:
Mail: Focus on Energy Income Eligibility Dept. c/o Conservation Services Group, 2821 Dairy Drive, Suite 5, Madison, WI 53718
Email: HomePerfFormLevel2@focusenergy.com **Questions: 855.533.8103**

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SECTION 4: PROPERTY'S UTILITY COMPANY/HEATING SOURCE INFORMATION

Fuel Used for Space Heating: (At least 50% of the home must be heated through natural gas or electricity) the property?

Electric Natural Gas Oil Propane Wood/Pellet LP Other

Is this the same fuel source for all units in the property? Yes No

Responsible party for property or unit's electric and/or natural gas utility services: (Check appropriate box)

Installation Address #1: Electric utility services	LANDLORD	TENANT
Installation Address #1: Natural gas utility services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Installation Address #2: Electric utility services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Installation Address #2: Natural gas utility services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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