**WEATHERIZATION REQUIRED DOCUMENTATION**

**\_\_\_** Filed Deed, Filed Land Contract, or Mobile Home Title (**must have correct names on it, or death certificate or marriage license/divorce decree).**

* Filed deeds and land contracts can be obtained from your local Register of Deeds office.
* Mobile Home titles can be obtained at the Secretary of State.
* **Renters**: Also need completed Landlord/Tenant Agreement (please do not enter dates on the last page) and Property Tax Statement(obtained at your local Community Action).

**\_\_\_** Photo of the front of your home.

**\_\_\_** Valid Michigan ID with correct address for everyone in household 18 & over and Social Security numbers for ALL household members.

**\_\_\_** Most recent gas bill and 12 month history of cost and usage.

**\_\_\_** Most recent electric bill and 12 month history of cost and usage.

**\_\_\_** Proof of **all household income** for anyone 18 years of age and older for the **previous 3 months**. (Must pick up a “no income” form from our office for anyone over 18 that has no income.)

* This must include **all income received for the 3 months prior to date of appointment/application.**
* For example: If appointment is 12/15/10, must show all income received for the time period of 7/15/10 thru 10/15/10.
* Proof of income may include, but not limited to: check stubs and award letters (unemployment, Social Security, SSI, SDA, FIP, Veterans benefits, pensions, and annuities).
* Bank statements are NOT accepted as proof of income.

**Once all documentation has been gathered, contact your local Community Action office to schedule an appointment to complete your application.**

**Community Action**

**175 Main Street**

**Battle Creek, MI. 49016**

**Phone: 269-965-7766 ext. 317 or 877-422-2726 ext. 317**