

## Appalachian Power – VA Low-Income Single Family Program Application

Thank you for your interest in the Appalachian Power Virginia Low-Income Single Family Program!

The Low-Income Single Family Program reduces energy consumption by educating residential customers about the energy and money saving benefits associated with energy efficiency in the home. The program targets opportunities that are proven to save energy, reduce consumption, and protect the health and safety of occupants while helping to lower their electric bills.

Eligible upgrades may include:

- Energy efficient lighting
- Electric water heating measures
- HVAC repair, replacement, and maintenance
- Insulation and air sealing
- Health and safety upgrades

The program targets single family dwellings within Appalachian Power’s Virginia territory. Eligible participants and dwellings may include:

- Any participant who resides in a single family home that is served by Appalachian Power.
- The household total annual income is at or below 60 percent of the state median income level.

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To determine initial eligibility for the home, does your home meet the following guidelines?

1. Is Appalachian Power Company the electric provider of the home?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
2. Is the electric bill in your name?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
3. Is the household total annual income at or below 60% of the state median income?  
(see below table)  
Yes \_\_\_\_\_ No \_\_\_\_\_

Size of Family Unit	Income Limits
1	\$33,944
2	\$44,454
3	\$54,913
4	\$65,373
5	\$75,833
6	\$86,292
7	\$88,254

If you answered yes to all three questions above, proceed with the application process.

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### Required Documentation

Along with this application, you must provide the following documentation:

**You must provide documentation of all household income.**

Types of acceptable income documentation:

- **For full or part-time employment:** Copies of at least the most recent month of pay stubs or a letter from employers and must show GROSS income amounts.
- **For Social Security, SSI, or TANF:** A copy of the most recent benefit award letter or if direct deposit into a bank account, a copy of the most recent bank statement or a letter from the bank stating the amount that is deposited.
- **For Retirement Pensions:** A copy of the most recent income tax document (1099 form), monthly pension or bank statement that clearly shows the GROSS amount is necessary.
- **For Self-employment, Inconsistent or no income:** If a household member 18 or older has not had any source of income for the previous 12 months or if any of the income is inconsistent, a notarized statement must be provided but you must contact the office to determine what is required.

**You must provide documentation for proof of ownership.** The person whose name is on the land record documents is considered to be the owner.

- Documentation of ownership includes a copy of the DMV title or personal property tax bill in the case of a mobile home, or a copy of a recent real estate tax bill or Deed of Trust in the case of a non-mobile home.

**You must sign the Customer/Property Release on Page 6 as the Customer / Applicant.**

If you are a renter, the property owner MUST sign on the bottom of the same page.

**You must provide a copy of a recent Appalachian Power electric bill.** Please provide ALL pages of the bill.

## Appalachian Power – VA Low-Income Single Family Program Application

Appalachian Power Company (“APCo”), provides the APCo Low-Income Single Family Program to their customers who are qualifying homeowners (“Customers”) to help make their homes safer, improve the energy efficiency of their homes, and reduce their energy cost.

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Street

Town/City

Zip

Mailing Address: \_\_\_\_\_

Street

Town/City

Zip

Property Owner Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Household Member Name	Age	Sources of Income	Monthly Amount	For Office Use Only
Total Household Income:				

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**Building Type:** Manufactured \_\_\_ / Site Built \_\_\_ / Townhome \_\_\_ / Du/Triplex \_\_\_ /

**Ownership Status:** Rent \_\_\_ / Own \_\_\_ /

**How many bedrooms:** \_\_\_\_\_ / **What is the square footage of the home:** \_\_\_\_\_ /

**What year was the house built:** \_\_\_\_\_ /

**What is the primary type of heating equipment for the property? Age of system** \_\_\_ /

Baseboard \_\_\_ / Furnace \_\_\_ / Heat Pump \_\_\_ / Boiler \_\_\_ / Vented Space Heater  
\_\_\_ / Unvented Space Heater \_\_\_ / Other (Explain) \_\_\_\_\_

Do you have additional types of heating equipment? Yes \_\_\_ No \_\_\_ If yes, what type  
\_\_\_\_\_

**What is your primary type of cooling equipment? Age of system** \_\_\_\_\_

Window Units \_\_\_ / If so, how many \_\_\_ / Heat pump \_\_\_ / Central A/C \_\_\_ /

**What type of fuel do you use for:**

Primary Heating: / Electric \_\_\_ / Natural Gas \_\_\_ / Oil \_\_\_ / Propane \_\_\_ /

Other \_\_\_ /

Additional Heating: / Electric \_\_\_ / Natural Gas \_\_\_ / Oil \_\_\_ / Propane \_\_\_ /

Other \_\_\_ /

Hot Water Heater: / Electric \_\_\_ / Natural Gas \_\_\_ /

**Are you aware of any problematic areas in your home, such as excessive mold, floor damage, plumbing leaks, roofleaks, etc? (Please Explain)**

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### Customer Release of All Claims and Authorization to Use Data

In consideration of the receipt and installation of weatherization materials and appliances, I, the Customer homeowner/Customer tenant at the address below do hereby release, acquit and forever discharge Appalachian Power Company, their affiliated companies, officers, agents, employees, successors and assigns of each of them, of and from any and all actions, causes of action, including by way of illustration but not by limitation, claims, demands, damages, costs, loss of services, expenses and compensation, which I now have or may hereafter have, or that my heirs, executors or administrators can or may have against Appalachian Power Company, their affiliated companies and each of their officers, agents, employees, successors and assigns, on account of, or in any way arising out of the weatherization materials or appliances provided as well as the installation and use thereof.

I authorize Community Housing Partners – Energy Solutions to release to its designees' information about my account and about weatherization materials or appliances installed on the property at the customer address (page 4).

Customer Name: \_\_\_\_\_ Customer Phone: \_\_\_\_\_

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

Customer Account Number: \_\_\_\_\_

Customer Mailing Address:

Street

Town/City/State

Zip

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\*If applicant home is being rented, property owner must complete the information below\*

### Property Owner Release of All Claims and Authorization to Use Data

In consideration of the receipt and installation of weatherization materials and appliances, I, the Property Owner at the address below do hereby release, acquit and forever discharge Appalachian Power Company, their affiliated companies, officers, agents, employees, successors and assigns of each of them, of and from any and all actions, causes of action, including by way of illustration but not by limitation, claims, demands, damages, costs, loss of services, expenses and compensation, which I now have or may hereafter have, or that my heirs, executors or administrators can or may have against Appalachian Power Company, their affiliated companies and each of their officers, agents, employees, successors and assigns, on account of, or in any way arising out of the weatherization materials or appliances provided as well as the installation and use thereof.

Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

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

Owner Mailing Address:

\_\_\_\_\_

Street

\_\_\_\_\_

Town/City/State

\_\_\_\_\_

Zip

Please send this application along with all required documentation (page 3) to Community Housing Partners (CHP) Energy Solutions.

550 Industrial Drive, Christiansburg, VA 24073 (ATTN: Ethan Heslep)

Or, you can email us the application at [chpenergysolutions@chpc2.org](mailto:chpenergysolutions@chpc2.org)

For questions call (888) 229-3714, follow prompt for "Utility Programs"