

**Southeast Tennessee Human Resource Agency**

**Weatherization Assistance Program**

**Proofs to Return with Application**

When you return your packet to your local county SETHRA office you will need to include the following documents:

1. Proof of income for anyone 18 or older in the household. This should be copies of checks or award letters, no bank statements will be accepted. If there is no income for a household than a Statement of Support will need to be filled out by a Support Person.
2. Proof of Ownership of your home. This could be the deed or title to your home, a tax appraisal card or receipt from paying property taxes in your county, or a bill of sale. If you rent, your landlord will need to complete the Agreement for Provision of Services to Rental Units. This is a two page document located after the direction sheet.
3. Proof of your heating and cooling bills. These need to be your highest bills. Also, if you use both electric and gas, you will need to provide documentation of both. Usually your fuel suppliers can provide a Bill Summary of your past 12 months.
4. Copy of valid identification card. This could be a drivers license or a state issued ID card or passport.

\* All documentation must be dated July of 2014 to current. Anything dated before July of 2014 will be considered invalid documentation.