Client Name: ________________________________

Secondary Name(s): __________________________

Total number of household members: ________  Household members 18 yrs. old or older: ________

YOU MUST BRING THE FOLLOWING REQUIRED DOCUMENTS TO YOUR APPOINTMENT:

Current heat bill:  □ Puget Sound Energy  □ Cascade Natural Gas

□ Renter: Up-to-date Section 8 / Subsidized Lease / Rental Agreement

(If you are on a month-to-month lease or your rental agreement states that your rental period will end before the date of your appointment, your agreement is considered outdated and your landlord will need to fill out our Landlord Statement.)

□ Homeowner: Current Mortgage Statement or Loan Modification / Title / Release Deed / Canceled Note

(If you are in foreclosure, please provide current foreclosure information.)

□ Social Security cards for EVERYONE residing in the home.

□ Picture IDs for everyone 18 years old or older residing in the home.

□ Address verification: Any mailed document for everyone 18 years old or older residing in the home.

PLEASE BRING DOCUMENTATION FOR ALL INCOME SOURCES THAT APPLY TO YOUR INDIVIDUAL HOUSEHOLD.

We need income documentation for the 4 months prior to your appointment.

(Example: If your appointment is in January, then you would need to bring documents for SEPT, OCT, NOV, & DEC)

□ Employment: All check stubs or payroll print out showing gross pay for everyone 18 years old or older.

□ Unemployment: You must obtain wage and unemployment reports from ESD website: https://secure.esd.wa.gov/home/

□ Anyone 18 years old or older in the home with NO income must be present at the time of appointment and verify no income status by obtaining wage and unemployment reports from Employment Security website: https://secure.esd.wa.gov/home/

□ Current School ID for anyone who is 18 years old and still in high school. Student does not need to be at appointment.

□ Enrolled in College: Printouts of all Educational Assistance (i.e. grants, loans, and/or work study).

□ Self-Employment: Business License required. KCR Self-employment form must be completed prior to appointment. Please provide all checking and savings bank statements from personal and business accounts.

□ Rental Income: Current rental agreement(s) and rental receipts for tenant(s).

□ Public assistance (TANF / ABD / HEN / etc.): Current award letter or printout showing grant amount.

□ Social Security, Veterans Benefits, Pension or Retirement: Current award letter, copy of checks, or current bank statement.

□ L&I: You must obtain a history report from L&I located at 10049 Kitsap Mall Blvd. #100 - Silverdale  Phone: (360) 308-2800

□ Receiving/Paying Child support or Spousal maintenance: Monthly statements from Child Support Enforcement, bank statements showing deposits, or divorce decree.

PLEASE ARRIVE 15 MINUTES PRIOR TO YOUR APPOINTMENT TIME. IF YOU ARE MISSING PAPERWORK OR LATE FOR YOUR APPOINTMENT, YOU WILL BE REQUIRED TO SCHEDULE A NEW APPOINTMENT.

Appointment Date: ________________________________ Time: __________________________

*** CLICK HERE TO SCHEDULE AN ENERGY APPOINTMENT ***