

# WEATHERIZATION FOR RENTAL PROPERTIES AVAILABLE

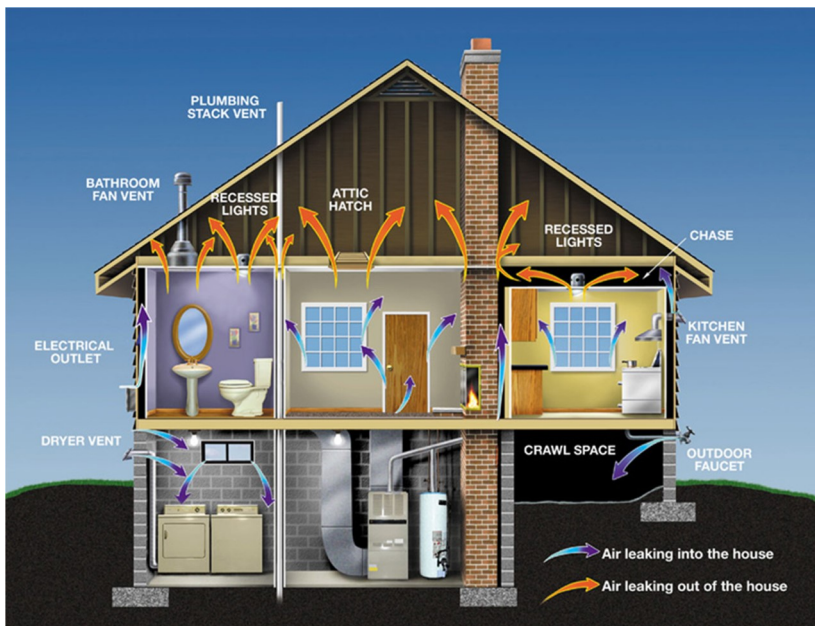
The U.S. Department of Energy's Weatherization Assistance Program is the nation's core program for delivering energy efficiency services to low-income households. Professionally trained weatherization crews perform on-site home energy audits using state of the art equipment to identify outside drafts and inspect heating and cooling systems for efficiency. Weatherization crews install insulation, seal off air leaks, make modifications to (or replace) existing heating systems and make minor repairs to ensure safety. Once installed, these energy saving measures will help to reduce your tenants heating and cooling costs for years to come.

Eligible participating property owners receive an energy audit that looks at building performance and ways that energy efficiency can be improved. Energy efficiency improvements are offered to the owner based on their tenants low income qualification. Typical improvements may include compact fluorescent light bulbs, ventilation, insulation, reduction of air leakage and refrigerator replacement.

A qualified property minimum of two-thirds of the tenants having an income at or below 150 percent of the federal poverty income (\$36,450 for a family of four) and has not been previously weatherized through the state's Low-income Weatherization Program. There is no obligation for submitting an application and there is no direct cost for participation in the program.

## Request an Energy Assessment

Find out if your  
rental property  
is eligible for  
a no-cost,  
no-obligation  
energy  
evaluation.



- A no-cost **energy assessment** that identifies energy-efficiency opportunities, expected costs and projected savings.
- Arranging **installation** of selected energy-efficiency measures.
- Post-install **warranties** to ensure customer satisfaction.

## AACOG Guidelines

Please be advised that our funding sources require AACOG to:

1. Obtain written permission to enter the premises to conduct an energy audit.
2. Building/Apartment Complex Layout
3. Request a financial contribution form from the landlord toward the weatherization measures to be installed.
4. Obtain a Landlord Agreement Form signed by the Landlord or his/her representative.

Current policy requires that we must have the signed landlord agreement in our office prior to processing any weatherization applications.

## Contact Us

Give us a call for more information about our services .

### AACOG Weatherization Department

2700 NE Loop 410, Suite 101

San Antonio, Texas 78217

Phone (210) 362-5282

Fax (866) 387-2280

wap@aacog.com

[www.aacog.com/wap](http://www.aacog.com/wap)

### 2023 Income Levels

Persons in Family/ Household	Yearly Income Guidelines
1	\$29,160
2	\$39,440
3	\$49,720
4	\$60,000
5	\$70,280
6	\$80,560
7	\$90,840
8	\$93,260



### SAVE ENERGY & MONEY

Your participation in our program will allow your tenants to lower their electricity bills while adding capital improvement to your property.

## Multifamily Project Questionnaire

Property Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Contact Person for Paperwork \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Contact Person for complex access \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

## Building/Tenant Information

What year was the complex built? \_\_\_\_\_ Type? Sec 8 Senior Family PHA Other \_\_\_\_\_

Are the tenants low income  
per TDHCA Federal Guide-  
lines ?  Yes  
 No

Has this complex gone  
through weatherization be-  
fore?  Yes Year? \_\_\_\_\_  
 No

List all addresses that correspond to the main building/office; including two unit addresses (NO PO BOXES)

Total # of units in complex \_\_\_\_\_

Total # of buildings in complex? \_\_\_\_\_

Units per building? \_\_\_\_\_

Floors ( 1 story, 2 story, etc.) \_\_\_\_\_

## Appliance Information

What type of energy is used?

Do tenants pay for their  
own?

Are the units individually  
metered for?

Do the units need attic/wall  
insulation?

Gas

Gas

Gas

Yes

Electric

Electric

Electric

No

Does the complex have:

Carbon Monoxide Detector

Gas Water Heaters

Gas Furnaces

Central Air

Smoke Detectors

Gas Stoves

Window Units

Central Heat

Are the refrigerators older than 1993?

Yes

No

\_\_\_\_\_  
Multifamily Representative Signature

\_\_\_\_\_  
Title/Date



# Landlord Permission to Perform Assessment and Inspection For Rental Units

Your rental property(s) is under consideration to receive services from the AACOG Weatherization Assistance Program (WAP). Texas Department of Housing and Community Affairs (TDHCA) administers the WAP Program in Texas. The WAP operates under Federal and State rules which have certain requirements of which you, as a building landlord, should be aware. At the bottom of this page is a PERMISSION TO ENTER PREMISES section granting your permission for the Alamo Area Council of Governments (AACOG) AACOG to enter your building(s) to perform energy audits, collect eligibility documentation from your tenants, and complete applications.

Before work begins on your building(s), you will be required to sign a Landlord Agreement, a copy of which is attached for your review. Please be aware that only residential units may be weatherized. Meeting rooms, game rooms, laundry rooms, maintenance rooms, daycare centers, office areas or commercial business areas, and non-residential facilities are not eligible for weatherization services.

WAP may request a financial commitment from the building's landlord(s) based on the estimated cost for each building containing multi-family rental units. Exceptions to this requirement can be made when the owner is an income-eligible applicant or a non-profit entity. The financial commitment may be in the form of monetary contributions (checks or money orders), materials, or labor provided to install eligible measures. All monetary contributions provided by landlords will be used for labor and materials. The estimated cost of each building will be based on an energy audit that is performed on each individual unit within the building.

When the energy audits are completed, AACOG will contact you to discuss the proposed weatherization measures for each building and your financial commitment to the project and the Landlord Agreement. After weatherization services have been provided, the local AACOG is required to conduct a quality control inspection to ensure that work was completed in accordance with the standards set forth by the WAP. It is your responsibility to assist the local AACOG staff in gaining entrance to your property.

## PERMISSION TO ENTER PREMISES

I, \_\_\_\_\_, as landlord/authorized agent for building(s) located at \_\_\_\_\_, have read and understand the above and hereby grant permission for representatives of AACOG and their contractors to enter these premises for the purposes of conducting energy audits and collecting eligibility documentation from the residents, including applications, and to perform the weatherization work.

\_\_\_\_\_  
Landlord Agent's Signature

\_\_\_\_\_  
AACOG Representative Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## LANDLORD FINANCIAL PARTICIPATION FORM

Date of Initial Contact	WAP AACOG: Alamo Area Council of Governments
Responsible Landlord and/or Agent for Owners of property currently under consideration for weatherization services	
Landlord Address	Landlord Phone Number
Physical address or location of property Under consideration:	
Number of multifamily buildings(s):	Number of eligible dwelling units: (Office Use Only)

The Texas Weatherization Assistance Program requires the AACOG to obtain financial commitment information from the Landlord for the weatherization services that the AACOG intends to perform on the building(s). The landlord/agent for this building(s) has indicated that he/she fully understands this policy and has decided to take the following course of action:

(AACOG SHALL COMPLETE AS REQUIRED. LANDLORD INITIALS APPROPRIATE LINE.)

Landlord/Owner will invest \$ \_\_\_\_\_ for the cost of the weatherization work.

This amount represents % \_\_\_\_\_ of the total estimated cost of the work.

- Landlord/Owner is unable to make any financial investment.
- Landlord/Owner refuses to make an investment.
- Owner is a 501(C)(3) non-profit organization

\_\_\_\_\_  
Landlord Agent's Signature

\_\_\_\_\_  
AACOG Representative Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Landlord Agreement

It is agreed by and between AACOG and (Landlord/Authorized Agent) \_\_\_\_\_

For the premises located at: \_\_\_\_\_ as follows:

1. The Landlord agrees to cooperate with AACOG by assisting AACOG in gathering all records and documents necessary for AACOG to determine if the tenants residing at the premises are eligible according to the US Department of Energy guidelines for weatherization services. AACOG shall gather and keep confidential the names and incomes of tenants living at the premises.
2. If AACOG, at its sole discretion, determines that the premises are eligible for weatherization services, AACOG agrees to weatherize the premises in accordance with applicable codes, laws and regulations. AACOG agrees to forward a summary of the proposed work to the Landlord after the energy audits are completed. In exchange for these services, the Landlord agrees to be bound by the terms and conditions of this Agreement for a period of 24 months commencing on the date the weatherization work is completed.
3. A tenant's lease may be renewed for successive periods during the period of the Agreement. If an eligible tenant's lease ends during the term of the Agreement, the owner is not obligated to renew the lease, as long as the dwelling unit is subsequently rented to an income eligible household for the remaining time period of the Agreement. The Landlord shall not increase the rents during the term of this Agreement unless the increase is demonstrably related to matters other than weatherization work performed. Landlord shall not evict Tenants for the time period of this Agreement, except for just cause and for matters unrelated to the weatherization work performed. A list of units and agreement amounts, and a sample of the lease agreement must be attached to this Agreement.
4. Weatherized units that become vacant during the term of this Agreement must be rented to income eligible households.
5. The Landlord hereby swears or affirms that the premises is not presently being offered for sale and further agrees to give the AACOG thirty days (30) notification of the sale or conversion of the premises. At least ten days (10) prior to the sale or conversion, the Landlord agrees to obtain, in writing, the purchaser's consent to assume the Landlord's obligations under this agreement, or if this consent is not obtained, to pay the AACOG the full cost of weatherization pro-rated by the number of months left under this agreement. The landlord agrees that this document may be filed as evidence of a lien (§53 of the Texas Property Code) against the property in the municipal land records.
6. The Landlord agrees to maintain the weatherization materials installed under this agreement in accordance with all relevant codes.
7. AACOG agrees to begin installation of weatherization materials on or about \_\_\_\_\_, 20\_\_\_\_. From this date through the completion of the weatherization work, the Landlord agrees to provide during normal business hours, access by AACOG personnel, AACOG sub -contractors, and State & Federal officials to all dwelling units and common areas weatherized.
8. AACOG and Landlord agree that the tenants, present and future, are meant as the persons to benefit from the weatherization program. The tenants of weatherized units shall receive a copy of this

agreement. The Agency agrees to provide a copy of this agreement to the tenant of the weatherized unit. The Landlord agrees to provide a copy of this agreement to all future tenants of weatherized units while this agreement is in effect.

9. In the event the Landlord defaults on, or materially breaches any term of this agreement, the Landlord shall be liable for liquidated damages, immediately due and payable to the AACOG, to be computed as follows: the total cost of the project not borne by the Landlord shall be divided into twenty-four equal shares. One share shall be deducted for each full month which elapses between the date of completion of the work and the date of Landlord's default or breach. The remainder shall be paid as liquidated damages.
10. If any portion of this Agreement is held to be invalid by a court or administrative tribunal of competent jurisdiction, the remainder shall remain valid and binding.

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Landlord Agent's Signature

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AACOG Representative Signature

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Title

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Title

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Date

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Date