

# WEATHERIZATION INQUIRY – BUILDING CONTACT SHEET

Date: \_\_\_\_\_

Lot/Block # \_\_\_\_\_ - \_\_\_\_\_

Total No. of apts \_\_\_\_\_ List the total number of 1BR \_\_\_\_\_ 2BR \_\_\_\_\_ 3BR \_\_\_\_\_ 4BR \_\_\_\_\_ 5BR \_\_\_\_\_  
You must list ALL UNITS including basement units occupied by your Super as their RESIDENCE

Building Address: \_\_\_\_\_

How many owners are on the deed? \_\_\_\_\_ Is the property owned by an LLC? \_\_\_\_\_ or held in a trust? \_\_\_\_\_

Owner Name \_\_\_\_\_ Point of Contact Person: \_\_\_\_\_

Owner Home or Business Address: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ @ \_\_\_\_\_ .COM

Cell \_\_\_\_\_ Office: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Manager \_\_\_\_\_ Phone \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ @ \_\_\_\_\_ .COM

Supers Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt No. \_\_\_\_\_

Home: \_\_\_\_\_ Cell \_\_\_\_\_ Office: \_\_\_\_\_

Language spoken by tenants: \_\_\_\_\_ English \_\_\_\_\_ Spanish \_\_\_\_\_ Russian \_\_\_\_\_ Chinese \_\_\_\_\_ other

<i>This information will allow us to download your consumption reports for each account. Your ACCESS CODE is located on your bill, if you cannot find it, please provide us with your MOST RECENT BILLING STATEMENT</i>		
Gas Company	Account No.	Online Access Code
Electric Company	Account No.	
Oil company	Account No.	You must contact your oil company and request your 2 year consumption report

What type of heating system do you have? \_\_\_\_\_ Hydraulic \_\_\_\_\_ steam \_\_\_\_\_ hot air \_\_\_\_\_ not sure

Condition of Building \_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Should we have replace windows, have you already acquired your lead certificate? Y N

Please list any known boiler violations or hazards that should be cured in advance

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List your weatherization concerns \_\_\_\_\_

Do you have funds readily available should we complete intake within 2-4 weeks? Y N

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Accepted \_\_\_\_\_ Rejected \_\_\_\_\_

On what grounds: \_\_\_\_\_