



Orange County

Rural Development Advisory Corporation

www.ocrdac.org

Dear Orange County Resident:

Thank you for inquiring about Orange County Rural Development Advisory Corporation's (RDAC) Weatherization Assistance Program (WAP). Please find attached to this letter a WAP application, including information about the program and the privacy policy. To be considered for this program, please submit **ALL** of the following documents:

1. **Application(s):** RDAC is required to obtain an application for each housing unit in a building (i.e. a two unit building would require two applications). For each vacant unit, please write "VACANT" across the front page of the application, indicate the apartment number, and have the building owner sign the applicant affirmation on the back. *Please note:* At least 50% of the housing units must be occupied by eligible applicants.
2. **Ownership Verification:** Acceptable forms of ownership include:
 - a. Deed
 - b. Property/School Tax Bill
 - c. Notarized Bill of Sale (for mobile homes only)
3. **Income Verification:** **ALL** income sources must be documented including but not limited to:
 - a. Alimony, Child Support
 - b. Wages
 - c. Social Security, Supplemental Security Income (SSI)
 - d. Annuities, Pensions, Dividends, Interest (that are regular income)
 - e. Direct Deposits, Estates and Trusts (that are regular income)
 - f. Workers Compensation, Unemployment Benefits
4. **Mortgage Bill:** RDAC is required to obtain a copy of your mortgage bill. Reverse Mortgages are considered income.

RDAC requires at least one month's worth of **CURRENT** income (If you are paid weekly, we will need four pay-stubs. If you are paid bi-weekly, we will need two pay-stubs.) *Please note:* Tax returns and W2's are only acceptable documentation during the months of January and February for the previous year. However, you may be asked to supply us with these documents dependant on your sources of income. ****If you are self-employed or have no income, please contact our office as there are additional forms may need to be filled out.***

5. **Utility Information:** Please submit your electric bill and fuel bill.

All applications are processed on a first-come-first-served basis. Please keep in mind that once your application is accepted, you will be placed on a waiting list. The length of the waiting list is dependent on the number of completed applications received prior to yours. You will receive an acceptance/denial letter in the mail declaring your eligibility.

If you are a tenant we will contact the owner of your building to discuss their involvement. However, they are welcome to contact our office at any time.

Please contact our office with any questions at (845) 524-4663. If you would like to fax your application and supporting documentation to our office, please note that the original application must be mailed as we require original signatures. Our fax number is (845) 524-4665. Thank you for your interest in our program!