

Central New Mexico Housing Corporation
703 Osuna Rd. NE Suite 2
Albuquerque, New Mexico 87113
Fax # 505-344-4245

Documents Needed to Process an Application

1. Proof of Income:

- a. Employed: 3 most recent Pay Check Stubs
- b. Social Security: Most Recent Award Letter or Most recent Bank Statement showing Direct Deposit of Social Security
- c. Self Employed: 2 most recent tax returns and notarized statement of earnings for this year
- d. Unemployment: Benefits History Report
- e. Not Employed: Notarized Statement explaining financial situation
- f. Retirement/State Benefit: Statement showing gross amount, current to the year applying

* **Any one 18 years of age or older must provide proof of income if employed OR a school schedule OR a notarized statement explaining financial situation.**

2. Proof of Ownership:

- a. Property Tax Statement
 - b. Mortgage Statement
 - c. Recorded Real Estate Contract
 - d. Statement of Occupancy (Pueblos Only)
 - e. Title to mobile home
- * Only One Proof of Ownership is required*

- 3. Rental Property – Copy of Rental agreement & Landlord Proof of Ownership**
- 4. Most recent Gas or Propane bill**
- 5. Most recent Electric**
- 6. Picture ID for everyone over 18 years of age**
- 7. Date of Birth for all members of the household**

INCOME GUIDELINES

Size of Family Unit	200% of Poverty
1.	\$27,180
2.	\$36,620
3.	\$46,060
4.	\$55,500
5.	\$64,940
6.	\$74,380
7.	\$83,820
8.	\$93,260

For families with more than 8 persons, add \$4,020 for each additional person
All completed applications with all Documentation should be mailed or faxed

WE MUST HAVE ALL OF THE ABOVE INFORMATION IN ORDER TO PROCESS YOUR APPLICATION. SEND COPIES ONLY, DO NOT SEND THE ORIGINALS

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DOCUMENTOS NECESARIOS PARA OMPLETAR UNA SOLICITUD

favor de incluir completamete la siguiente information con su solicitud

1. Prueba de ingreso:

- a. Trabajo - 3 verificaciones más recientes
- b. Seguridad Social - Carta de adjudicación más reciente o declaración bancaria más reciente que muestre el depósito directo de seguridad social
- c. Desempleo - informe de historial de beneficios
- d. Trabajadores por cuenta propia - 2 declaraciones de impuestos más recientes y declaración notariada de las ganancias de este año
- e. No hay trabajo - Carta notariada explicando la situación financiera
- f. Jubilación/Beneficio estatal - Declaración que muestra el monto bruto, actual del año aplicable

Cualquier persona de 18 años o más debe proporcionar comprobante de ingresos si est empleado o un horario escolar. si no, una carta notariada explicando la situación financiera.

2. Prueba de que es propietario de la vivienda:

- a. impuesto a la propiedad
- b. estado hipotecario
- c. contrato inmobiliario registrado
- d. declaración de ocupación (solo pueblos)
- e. título de casa móvil

solo se requiere una prueba de propiedad

- 3. propiedad de alquiler-copia del contrato de alquiler y prueba de propiedad de lanlord**
- 4. factura eléctrica más reciente**
- 5. factura de gas o propano más reciente**
- 6. id de foto para todos los mayores de 18**

***DEBEMOS TENER TODA LA INFORMACIÓN ANTERIOR PARA PODER PROCESAR SU SOLICITUD. ENVIAR COPIAS ÚNICAMENTE, NO ENVIAR LOS ORIGINALES PORQUE NO SERÁN DEVUELTOS**

Tamaño de la Familia	Pautas e Ingresos	200% De Pobreza
1.		\$27,180
2.		\$36,620
3.		\$46,060
4.		\$55,000
5.		\$64,940
6.		\$74,380
7.		\$83,820
8.		\$93,260

Para familias con más de 8 personas, agregue \$ 4,020 por cada persona adicional

Disabled Veteran: Check Yes No

**New Mexico Mortgage Finance Authority
NM ENERGY\$MART
APPLICATION FOR HOME WEATHERIZATION**

Applicant's Name _____ Telephone No. _____
Street Address _____
City _____ Zip _____ County _____ Rent _____ Own _____
Property Owner's Name _____ Telephone No. _____
Owner's Address _____ Zip _____
Name and Phone No. of two friends or relatives that we can contact if we are unable to reach you:
Name: _____ Telephone No. _____
Name: _____ Telephone No. _____
Type of Heat: Natural Gas _____ LP Gas _____ Electric _____ Wood _____ Kerosene _____ Other _____
Average Monthly Heating Bill _____ Utility Account No. _____
Is any member of the household disabled? Yes _____ No _____ Type of Disability _____
Has this dwelling received DOE weatherization in the past? Yes _____ No _____ If yes, date _____
Are you or any member of your household related to (father, mother, brother, sister or child) an employee of
Central New Mexico Housing Corporation or its Board of Directors? Yes _____ No _____
Number of elderly in family (Age 60 or over) _____ Number of people in household _____
Single-Family Home _____ Mobile Home _____ Multi-Family _____ Other _____
Nationality: American Indian _____ Black _____ White _____ Hispanic _____ Asian _____ Other _____

NAME OF EACH HOUSEHOLD MEMBER	D.O.B	SEX	SOCIAL SECURITY NUMBER	RELATION TO HEAD OF HOUSEHOLD	GROSS MONTHLY INCOME*	NAME, ADDRESS, PHONE OF EMPLOYER OR OTHER SOURCE OF INCOME
TOTAL GROSS MONTHLY INCOME						

*Employment, Social Security, Welfare, Retirement, Veteran's Benefits, Rental Property Income, Bond and Other Securities, Alimony, Child Support, etc.

CLIENT CONFIDENTIALITY STATEMENT

All information requested by Central New Mexico Housing Corp. is for the purpose of qualifying clients for the New Mexico Mortgage Finance Authority's NM Energy\$mart weatherization program, and is strictly confidential. I have read and understand this statement.

Client Signature _____ Date _____ Intake Personnel _____ Date _____

APPLICATION RELEASE TO OBTAIN VERIFICATION OF INCOME AND FUEL CONSUMPTION

I authorize the NM EnergySmart weatherization staff to verify and examine the fuel consumption records of my house, available from the utility companies, in order to determine the impact of energy conservation services rendered to my house.

As an applicant for NM EnergySmart weatherization program, I do hereby give my permission to the program's staff administering the program to verify all household income prior to the starting date of the work to be done. (Each household member over 18 years old must sign below for verification of income.)

I understand that services cannot be provided if health and safety problems are beyond the scope of this program. It is the responsibility of the applicant to correct unsafe conditions or to contact alternative funding sources for assistance.

I grant permission to the NM EnergySmart staff, or its designee, to enter my property and to make applicable repairs for the weatherization of my home. I also release and pledge to hold harmless NM EnergySmart staff and volunteer assistants from any liability resulting from these repairs.

I certify that the home for which I am requesting weatherization assistance is not designated for acquisition or clearance by federal, state, or local programs within twelve (12) months from the scheduled completion date.

WARNING! Section 1001 of Title 18 of the US Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to matters within its jurisdiction.

ALL APPLICATION INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

_____	_____
Signature of Applicant	Date
_____	_____
Family Member	Family Member
_____	_____
Signature of Intake Person	Date

Directions to your home if you do not have a street address: _____

FOR OFFICE USE ONLY

Method of Income Verification _____
Applicant is: Eligible _____ Ineligible _____ Reason for ineligibility _____
Source of Income Documentation _____

I certify and I have verified and found accurate the income of the applicant.

_____	_____
Signature of NM EnergySmart Staff Member	Date



**CENTRAL NEW MEXICO HOUSING CORPORATION CERTIFICATION
OF ZERO INCOME**

(Each household member 18 and over must complete)



Name: _____

Address: _____

A. Within the next 12 months, will you receive income from any of the following sources?

You must supply additional information to verify all 'yes' answers.

- Wages, bonuses, commissions, tips, etc.
 - Unemployment benefits
 - Workers' compensation
 - Disability payments
 - Alimony
 - Child support
 - Social security
 - Help pay bills or other expenses or regular gifted of money from family or friends who do not live with you.
 - Self-employment (includes Uber, Lyft, online sales etc.)
 - Pensions, IRA, 401K, Annuities (monthly reimbursements)
 - Income from rental property
 - Direct sales consulting such as Mary Kay, Tupperware, etc.
 - Work for cash (babysitting lawncare housekeeping, etc.)
 - Any other source (if yes, explain)
- _____

B. Mark the one statement that applies to you

- I do not expect to have any source of income in the next 12 months
- I have been hired for a new or will be receiving another source of income soon. I will give you more information
- Not currently employed, looking for work

*Under penalty of lying under oath, I clarify that the information presented in this certification is true and accurate to the best of my knowledge. I further understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of my weatherization application. I understand I am required to annually update this information as requested by this organization.

Signature of applicant

Printed Name of Applicant

Date