WEATHERIZATION ASSISTANCE PROGRAM
Client File Checklist

CLIENT INTAKE FORM (CIF) COMPLETE?	
OWNERSHIP / LANDLORD AGGREEMENT?	
DOCUMENTATION OF INCOME ?	
ANNUAL INCOME - ALL HOUSEHOLD MEMBERS?	
SOC. SEC. NUMBERS FOR ALL (ONLY LAST 4)?	
DOCUMENTATION OF DISABILITY IF CLAIMED?	
CLIENT PHOTO ID, SIGNATURE AND DATE ON CIF?	
COMPLETED PLAT IN FILE?	
MEASURES ON BWR FOLLOW PRIORITY LIST	
IS THE POWA SIGNED PRIOR TO THE BWR?	
BUILDING WORK REPORT COMPLETE?	
REQUIRED MEASURES OR JUSTIFICATION NOT?	
NEAT/MHEA AUDIT IN FILE IF HVAC REPLACED?	
DATES ON PLAT/NEAT/MHEA/PWOA AFTER CIF?	
IS AGENCY EXCEEDING $3,000 AIR INFILTRATION?	
BLOWER DOOR READINGS PRE AND FINAL?	
PRE AND POST MONOXOR TESTS PERFORMED?	
CLIENT SIGNATURE/DATE ON BWR?	
AGENCY INSPECTOR SIGNATURE/DATE ON BWR?	
COPIES OF INVOICES OR RECIEPTS IN FILE?	
ARE THERE COPIES OF ANY PERMITS?	

Reviewed by Agency Staff

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Signature Date

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Approved by Field Monitor Date