



Eligibility Declaration & Verification Form (IB)

The Warm Homes Sheffield Programme and any measures provided are all funded by Home Upgrade Grant (HUG) scheme. To access this funding, you must verify that the relevant statements below apply to you and your household.

To qualify for the funding a household must be a domestic dwelling in England with an EPC (energy performance certificate) rating of band D, E, F or G, and meet at least one of the following criteria:

1. Member of the household is in receipt of a qualifying benefit
2. Household total gross annual income of less than, or equal to, £31,000.
3. Household income of less than, or equal to, £20,000 after housing costs and council tax are deducted (gross income minus rent or mortgage payments, and minus council tax).

How to complete this form

Please select one of the 3 following section statements which applies to your household. This is the eligibility criteria we will use for your application

You need to complete either section 1, section 2 or section 3.

Please do not complete all 3 sections.

If the statement does not apply, please leave this blank.

The applicant (the name appearing on the application form) must complete and sign section 4

Section 1 Statement: Member of the household is in receipt of a qualifying benefit

I confirm that a member of the household is in receipt of a qualifying benefit (please tick if this applies to your household) If you have ticked this statement, complete this section and read and sign Statement 4

The qualifying benefits are detailed below.

Qualifying Benefits	Child Tax Credit (CTC)
	Working Tax Credit (WTC)
	Housing Benefit
	<u>Income-based</u> Jobseeker's Allowance (JSA) – not contribution based benefit
	<u>Income-related</u> Employment & Support Allowance (ESA) – not contribution based benefit

0800 107 8882

info@warmhomessheffield.org.uk

www.warmhomessheffield.org.uk



Qualifying Benefits		Income Support (IS)
		Pension Guarantee Credit
		Pension Savings Credit
		Universal Credit (UC)

Please tick to confirm which benefit you are in receipt of and provide us with a **copy of all pages** of the most recent benefit evidence letter.

The following are not qualifying benefits: Attendance Allowance, Carer Allowance, Child Benefit, Contributions based Employment & Support Allowance (ESA), Contributions based Job Seekers Allowance, Personal Independence Payment (PIP) State Pension,

Benefits evidence must show the following:

1. The date on the evidence provided must not be older than 12 months.
2. The evidence must be addressed to the same property where the works will be carried out.
 - If your benefit evidence letter has a different address (e.g. if you have recently moved to the property and your evidence has your old address on it) we can accept the benefit evidence letter but we will also require evidence of residency at the address where the works will be carried out, this includes: Bank statements, or Utility bills, or Council Tax letter
3. Please provide a copy of all pages of the most recent benefits evidence letter

If you receive your benefit statements digitally then we can accept a screenshot of your statement. The screenshot must include the residents name, address, assessment period and most recent payment. If the screenshot does not include all of these details we cannot accept this as evidence.

We cannot accept bank statements as proof that you are receipt of a qualifying benefit.

Section 2 Statement: Household total gross annual income is less than, or equal to, £31,000 per year

I confirm that the total gross annual income of my household is less than, or equal to, **£31,000 before housing costs** (please tick if this applied to your household). If you have ticked this statement, complete this section and read and sign Statement 4

Household annual income

- This is total income for all members of the household (aged 18 years+)
- Individuals do not have to be related in any way to be considered members of the same household.
- This needs to be the gross income (before tax and National Insurance deductions) and it includes income from employment, self-employment, state benefits (excluding Personal Independence Payment, Disability Living Allowance and Attendance Allowance), tax credits, state pension, investment income, private pensions and annuities

Total income for all members of the household	Annual amount
Gross earnings (before tax and NI)	£
Number of people in the property aged 18 and over	
Number of people in the property aged under 18	

You will need to provide evidence for the total household income.

The required evidence is detailed below.

Please tick all the options that apply to your household

Please note, income evidence will need to be provided for all members of the household aged 18 years + and all evidence will need to display your address so that we can link it back to your application

HOUSEHOLD INCOME – please tick relevant boxes and note the evidence required	
Type of Income	Please send the following evidence
Zero Income	Your last 3 months bank statements as evidence (these must be consecutive)
Paid weekly	12 wage slips in a row – do not send bank statements
Paid every 2 weeks	6 wage slips in a row – do not send bank statements
Paid monthly	3 wage slips in a row – do not send bank statements
New job	If you have recently started a new job: a letter from your employer confirming salary / a copy of your contract of employment
Private/Occupational pension	If you receive private or occupational pension statements annually: send a copy of the most recent statement(s)
State pension	Send a copy of recent DWP Pension Service letter
Self Employed	Accounts for the last financial year or a trading summary if you have only recently started trading.

If you are sending bank details please ensure that you cross out any bank account number and sort code for data protection purposes

Section 3 Statement : Household income is less than, or equal to £20,000 per year after housing costs and council tax are deducted

I confirm that the total annual income of my household is less than or equal to £20,000 after housing costs and council tax (please tick) If you have ticked this statement, complete this section and read and sign Statement 4

Household annual income after housing costs and council tax

- This is total income for all members of the household (aged 18 years+)
- Individuals do not have to be related in any way to be considered members of the same household.
- This needs to be the gross income (before tax and National Insurance deductions) and it includes income from employment, self-employment, state benefits (excluding Personal Independence Payment, Disability Living Allowance and Attendance Allowance), tax credits, state pension, investment income, private pensions and annuities
- You will then deduct the rent or mortgage costs and council tax payments

	Total income for all members of the household after housing costs	Annual amount
a	Gross earnings (Before tax and NI)	£
b	Mortgage payments/ Rental payments	£
c	Council tax payments	£
d	Income after housing cost & council tax (a - b - c)	£
Number of people in the property aged 18 and over		
Number of people in the property aged under 18		

You will need to provide evidence for the income and housing costs.

The required evidence is detailed below. Please tick all the options that apply to your household

Please note, income evidence will need to be provided for all members of the household aged 18 years + and all evidence will need to display your address so that we can link it back to your application.

HOUSEHOLD INCOME – please tick relevant boxes and note the evidence required		
<i>Type of Income</i>		<i>Please send the following evidence</i>
Zero Income		send your last 3 months bank statements as evidence (these must be consecutive)
Paid weekly		12 wage slips in a row – do not send bank statements
Paid every 2 weeks		6 wage slips in a row – do not send bank statements
Paid monthly		3 wage slips in a row – do not send bank statements
New job		If you have recently started a new job: a letter from your employer confirming salary / a copy of your contract of employment
Private/Occupational pension		If you receive private or occupational pension statements annually: send a copy of the most recent statement(s)

State pension		send copy of recent DWP Pension Service letter
Self Employed		If you are self employed: Accounts for the last financial year or a trading summary if you have only recently started trading.

Mortgage or Rent		Annual mortgage statement showing mortgage payment amounts
		Copy of bank statement showing the monthly mortgage payment
		Screenshot of mortgage payment transaction
		Copy of tenancy agreement showing your rental payment amounts

Council Tax		Copy of latest annual Council Tax bill
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If you are sending bank details please ensure that you cross out any bank account number and sort code for data protection purposes.

Statement 4: APPLICANT (as per name on Application Form) to complete the following section and sign

I confirm that I will not be receiving funding for any measure(s) provided to me by the Warmer Homes Programme from another government scheme e.g. the Energy Company Obligation (ECO) (please tick)

Please read the following statement with regards the funding available and complete and sign to confirm that you understand and agree to the details contained within the statement.

The installation of the measure(s) funded through the Warm Homes Sheffield programme constitutes a grant from public funds. Funding from another public fund may not be claimed to fund this installation. You can claim the Domestic Renewable Heat Incentive (RHI) in the case of a renewable heat installation; however, you must notify Ofgem that the installation was funded through HUG when you apply for accreditation to the Domestic RHI. This funding would then be deducted from RHI payments as per the RHI rules on grant funding.

Name (please print)			
Address			
Postcode			
Tenure	Owner Occupier (tick)		Private Tenant (tick)
Signed			
Date			

Please complete the relevant sections and return these to the Warm Homes Sheffield programme via post using the pre-paid return envelope provided or via email applications.team@warmerhomes.org.uk.

By signing this form you are also accepting the Terms & Conditions as below:

Terms and Conditions

The grant funding is from DESNEZ (central government) and the Warm Homes Sheffield Fund and administered by Warm Homes Sheffield

1. The grant is available to homeowners with a limited amount of funding available for private tenants and private landlords. Private renters will need their landlord's permission to join the scheme. It is **NOT** available for the improvement of social housing or non-domestic properties. If the applicant confirms that they own the property and this is later found not to be the case, AgilityEco reserves the right to reclaim any grant paid from the applicant.
2. If there is a change in the occupant's circumstances during the application process that affects their eligibility for the scheme the homeowner or applicant for the grant should contact AgilityEco immediately so that the funding can be re-assessed.
3. The grant funding is available only for the installation of particular energy efficiency measures identified following a survey of the property by an onboarded installer and a review of the EPC.
4. At all times AgilityEco reserves the right to use its absolute discretion to agree or decline any potential measures.
5. AgilityEco will agree the measures to be installed with the applicant and reserves the right to inspect the property before and after the measures have been installed.
6. The grant funding is limited and subject to change.
7. The cost of any future maintenance required (if any) is the responsibility of the applicant.
8. At all times the installation contract is an agreement between the installer and the applicant. The applicant must be happy that the installer can provide the service required before entering into a contract. Neither AgilityEco nor any Local Authority partner can accept responsibility for any issues with the installation, be that defects in workmanship, queries about the contract or other.
9. If any of the Terms or Conditions set out in this document are breached by the homeowner or occupier of the property, then AgilityEco reserves the right to reclaim any grant payments made or to deny final payment of the grant. The installer will then be entitled to seek payment of invoices from the homeowner.
10. Further details can be obtained by contacting AgilityEco's Warm Homes Sheffield team via phone on 0800 107 8882, via email on info@warmhomessheffield.org.uk or via post at 'FAO: Warmer Homes Fund, Suite 5, Mid-day Court, 20-24 Brighton Rd, Sutton SM2 5BN'