



Dear Owner(s),

Thank you for choosing the Bedford Stuyvesant Restoration Corporation-Weatherization Assistance Program (BSRC-WAP), supported by the New York State Division of Housing and Community Renewal to improve energy efficiency, reduce energy costs, and improve quality of life for low-income residents of New York State. The Bedford Stuyvesant Restoration Corporation-Weatherization Assistance Program (BSRC-WAP) is willing to assist the owner and residents to conserve energy, save money, and improve health and safety conditions. The services can include new windows, insulation, upgrades of ventilation systems, and the replacement of energy efficient appliances such as air conditioners, refrigerators, power strips and LED bulbs.

The documents that are required from the Owner(s) of the building to process your Weatherization Assistance Application:

- Audit Fee: \$200 per unit for buildings with five or more units. (These funds count as a part of the total buy-in for ownership. Money order or check payable to BSRC-WAP Escrow Acct)
- Rent Roll
- Proof of Ownership (Deed)
- Fuels Bills for the past two years (gas or oil bills should reflect delivery dates and the amount of fuel received on each delivery).
- Con Edison and National Grid (Statement of Account - 2yrs. to Present).

The buildings residents are required to complete the Weatherization Assistance Program Application (Form #4) qualify the overall eligibility of the building. The Form must be completed and signed by residents. Form #4 Application does require some confidential information that is preserved in secured locked filing and secure encrypted servers, to insure complete resident privacy. The information required from residents includes:

- Personal Information: Full Legal Name and Social Security Number.
- Pay Stubs: Four (4) consecutive pay stubs if paid weekly; two pay stubs if paid bi-weekly.
- Copy of SNAP Benefits Receipts or Card (if applicable).
- Copy of Social Security Award Letter.
- Unemployment Statement.



- Any documents that indicate receipt of any form of benefits from the government.

We are asking each resident to kindly cooperate with the Bedford Stuyvesant Restoration Corporation-Weatherization Assistance Program (BSRC-WAP) staff, as we will be intermittently visiting the building to collect all necessary documents required to establish eligibility, as well as subsequent visitations to manage and implement the scope of work to be completed.

We look forward to working with you and thank you for the opportunity to “Upgrade Your Space”!

Kind Regards,

Brian O. F. Peterkin

Deputy Director - W.A.P.

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Bedford Stuyvesant Restoration Corporation
1368 Fulton Street
Brooklyn, NY 11216

Weatherization
Assistance
Program

Owner Declaration of Reasonable Assistance

_____, acknowledge and consent to the
aforementioned information requests and offers full cooperation with the Bedford Stuyvesant
Restoration Corporation Staff. We will make all good efforts to assist the Weatherization team with
building access, timely responses, and reasonable requests for assistance.

Owner(s) Name (PRINT)

Signature of Authorized Agent

Date