

ENERGY ASSISTANCE LANDLORD/RENTER DOCUMENTATION REQUEST (EA-1E)

Purpose: Provides a method for obtaining documentation of an applicant's declared "Landlord" or "Renter" status and their fuel type in order to determine eligibility.

Number of Copies and Distribution: Two copies; original must be mailed by the worker to the landlord and a copy will be filed in the case record. *A stamped, return envelope must be included when the form is mailed to the landlord.*

Instructions for Completion: This form may be typed or printed in ink.

Section I: To be completed by the worker.

County: Enter the county office in which the application is filed.

Worker: Enter name of worker completing form.

Date: Enter date the form is completed by the worker.

Applicant Name: Enter the full name of the applicant.

Address: Enter the complete mailing address of the applicant.

Landlords' Name, Address/Phone Number: Enter the landlord's name, address and phone number as declared by the applicant. Name and address of the landlord must be secured in order to mail the EA-1E to the landlord.

Section II: Must be completed by the landlord. Each question must be answered in order to determine eligibility for LIHEAP. No alterations can be made on the form. Any change, alteration or unclear information must be resolved with the landlord and recorded on the LIHEAP Case Notes (E1CN) screen which can be accessed from any screen on the LIHEAP system.

NOTE: The application cannot be denied prior to the time frame if an EA-1E is the only information needed to process the application.

Section III: Landlord must sign and date the form.