



How to use this checklist

Use this checklist when finalising your Home Energy Scheme funding application. This will assist you to lodge a complete application and avoid delays in processing.

- ✔ All items on this checklist must be ticked to show that they have been attached to your application (Y) or that they have already been provided or are not applicable to your application (P or N/A).

OFFICE USE

Applicant use

Y P or N/A

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Completed and signed Home Energy Scheme application form. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Completed and signed Home Energy Scheme agreement. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | There is no existing VTR on the property. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | A copy of the registered service provider's quote. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | A copy of the product specification (not required for insulation). |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | \$200 administration fee paid. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Proof of ID for all owners (e.g. driver's licence). |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Proof of authorised legal signatories named on the application form - for a property owned by a registered company. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Installer is a Council-approved contractor. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Direct debit form attached (if not already paying by Direct debit). |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Building Consent application for clean heat product (e.g. fireplace). |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Application is signed by all owners registered against the property. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Rate payments are up to date. |

OFFICE USE ONLY

Further information required? Yes No

Application accepted? Yes No

Date of acceptance

Officer