

DEFERRAL OF SERVICES NOTICE

PRIMARY APPLICANT:

OWNER (if different than Applicant):

First Name MI Last Name

First Name MI Last Name

PHYSICAL ADDRESS (Property):

COMMUNITY ACTION AGENCY (CAA):

Street

CAA Name

City State Zip

The following describes the problems/conditions found and how the problems prevent this home from receiving Weatherization services at this time:

The following corrective actions are required before Weatherization services can be initiated:

You may contact the following resources to inquire about other possible types of assistance:

If the problems are corrected, your home may qualify for Weatherization services provided the household still meets eligibility criteria.

Signature of CAA Representative

Date

CAA Representative Name

CAA Representative Phone

ACKNOWLEDGEMENT

I understand that the condition(s) outlined above prevent my home from receiving Weatherization services at this time. It is my responsibility to contact the Community Action Agency when the condition(s) has been corrected.

APPLICANT:

OWNER (if different than Applicant):

Signature of Applicant

Date

Signature of Owner

Date

Appeal Rights: You have the right to an informal review of the decision to defer Weatherization services. You must contact the Manager of Weatherization in writing within 30 calendar days of the date the Deferral of Services Notice was signed. You must include the reason(s) why you don't agree with this decision along with any documentation that will show that the deferral reason was made in error or not accurate.

You may send your Appeal letter to:

MaineHousing
Manager of Weatherization
26 Edison Drive
Augusta, ME 04330

You can expect to receive a written response within 14 days from the date your appeal is received.