



**CT WAP Weatherization Guidance No. 11**

**Effective Date: December 8, 2010**

**Updated: May 13, 2015**

### **Verification of Eligibility Status**

The purpose of this guidance is to instruct agencies on how best to utilize electronic resources to verify that a home is either not in foreclosure or mediation or for sale. As you are aware, no work can be done to a home that is either in for sale (or will be within 6 months) or in foreclosure (including mediation), so it is our hope that the agencies will use this information to verify client eligibility prior to work being done to a home.

### **Electronic Verification of Eligibility in Captain/Fuelware**

It is the agency's responsibility to make sure that the client is eligible for weatherization and what was discovered on the audit is in agreement with what was presented on the joint application for Energy and Weatherization. Weatherization staff are asked to log into their energy software to verify the following information:

- Award amount
- Type of dwelling.
  - Often homes are put into the system as single family, when they're actually multifamily properties. This, then, may affect the client's eligibility for weatherization.
  - If, in a multifamily property, the client is collecting rental income.
  - If a home is actually a multifamily dwelling, and a tenant resides in the other property, the tenant's eligibility should be researched, as this affects the measures that can be done to the home.
- Number of individuals living in the home

### **Electronic Verification of Mortgage and Loan Status**

No weatherization work can be done to a home that is in foreclosure or loan mediation. Care must be taken by the agency to verify that a client is not in either of these categories prior to work being done to the home. Failure to do so may result in disallowed costs. Additionally, loan

status is verified by CT WAP prior to the installation of any measure that requires a waiver, therefore a proactive approach will expedite review.

Loan status is a matter of public record and is easily accessible through the [Connecticut Judicial Website](http://www.jud.ct.gov/) (<http://www.jud.ct.gov/>). Once on the website, agency staff should select Case Look-up, and then select Housing Case Look-up. From there, you are able to search by party name or premise.

The direct links to these two searches are as follows:

- Search by Party Name: <http://civilinquiry.jud.ct.gov/PartySearch.aspx>
- Search by Premise Address: [http://www.jud2.ct.gov/housing/search\\_premises.asp](http://www.jud2.ct.gov/housing/search_premises.asp)
  - Note: If you search by Premise, you must select “All Cases” from the drop-down list

Agencies should then enter client information and click Search. At that point your search will return one of the following results:

- **Party Name [NAME OF CLIENT] Not Found**
  - A result of “Not Found” means that there are no cases against the client and they are not currently in foreclosure. No additional steps are necessary.
- **No matches found!**
  - A result of “No Matches Found!” means that that there are no cases against the client and they are not currently in foreclosure. No additional steps are necessary.
- **A list of cases where the client is a party.**
  - If the client is party to a lawsuit, the agency must review each lawsuit to see what type of lawsuit it is by clicking the link contained in the docket number.
  - A foreclosure will be indicated by the Case Type, which reads “**P00 - PROPERTY – FORECLOSURE**” at the top of the page, directly under Case Information.

If a client is party to a foreclosure case, the client must submit verification **on bank/mortgage lender letterhead**, that they are either current in their bills or in loan modification. If the client cannot produce this documentation the agency cannot do work on the home.

### **Electronic Verification of Sale Status**

No weatherization work can be done to a home that is for sale or will be for sale within 6 months. Care must be taken by the agency to verify that a client is not in either of these categories prior to work being done to the home. Failure to do so may result in disallowed costs. Additionally,

sale status is verified by CT WAP prior to the installation of any measure that requires a waiver, therefore a proactive approach will expedite review.

Sale status is easily verified by visiting [realtor.com](https://www.realtor.com). Simply enter the address and click search. If the home is for sale, it will display on the site. If the home is not for sale, realtor.com will simply display homes for sale near the address of the client.