

**Instructions:** Complete **all** sections, attach **copies** of Proof of Income documents, and mail to Efficiency Manitoba.

**Proof of Income documents**

Each household member or participating Tenant (18 years of age or older) must submit a copy of their Income Tax Return and an Income Tax Notice of Assessment for the current tax year. Participating Tenant(s) must also submit a completed Voluntary Consent form(s).

If the Tenant does not want to disclose income information to their Landlord, the Tenant can mail it directly to the Energy Efficiency Assistance Program.

Additional Proof of Income documents are required if you are self-employed or a full-time student:

- **Self-employed or seasonal income** — A Statement of Business/Farming/Rental Activities for the current tax year.
- **Full-time students** may instead submit a letter indicating proof of full time enrollment from their school's registrar.

If any household members or participating Tenants do not have a copy of their income tax documents, contact Canada Revenue Agency at 1-800-959-8281 to request a copy or print them off from your online Canada Revenue Agency account at <https://www.canada.ca/en/revenue-agency.html>.

Corporations must provide their Business Signing Authorization Statement from the Articles of Incorporation.

**Section 1 - Building information**

Physical address of the home where upgrades will be completed		City/Town	Province	Postal Code
Type of residence				
Single detached	Townhouse	Duplex	Triplex/Fourplex	Side-by-side
Other (specify):				
Primary heating source				
Electricity	Natural gas	Other (specify):		
Total home square footage	Year of construction	Manitoba Hydro account no.		
sq. ft.				

**This home is (check all that apply)**

Owner-occupied home      Rental property

**Section 2 - Owner information (list ALL Owners)**

Owner name (last name, first name, middle initial, or corporation name)			
Additional Owner name(s) or Property Manager name (with signing authority)			
Mailing address (if different than above)		City/Town	Province
			Postal Code
Phone no. (home)	Phone no. (work/cellular)	Alternate contact phone no.	
Email	Send me information by		
	Email		Mail

**Section 3 - Household information**

List **all** people (adults and children) who live in the home.

Adults				Children
Name	Age	Name	Age	Number of people UNDER 18 years old
Name	Age	Name	Age	
Name	Age	Name	Age	

**Owner acknowledgment (Owner(s) must sign below otherwise this application will not be processed.)**

I, the Owner, have read and understood the terms and conditions printed on the reverse of this Application. I agree and have complied with the listed terms and conditions.

Signed by (Owner)	yyyy mm dd	Owner name (please print)
Signed by (Owner)	yyyy mm dd	Owner name (please print)

This personal information is being collected under the authority of Program Activity and The Efficiency Manitoba Act. The purpose is to (i) plan, develop, market, implement, deliver, track, and evaluate, energy-related programs; (ii) evaluate, administer, and report, applicant eligibility and participation, incentives, and savings, under programs; and (iii) review, cross-reference, and update customer accounts. Other uses and disclosures may be to participating contractors, electronic system for program tracking, Public Utilities Board for statistical reporting, external auditors as part of a sample audit, energy advisors for the purpose of conducting Home Energy Check-Ups, government entities for reporting purposes and Efficiency Manitoba officials on a "need to know" basis. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact Efficiency Manitoba at [energyteam@efficiencyMB.ca](mailto:energyteam@efficiencyMB.ca).

**Mail completed Eligibility Application and all Proof of Income documents to:**

Efficiency Manitoba  
Energy Efficiency Assistance Program  
PO Box 247 STN MAIN  
Winnipeg MB R3C 2G9  
Have a question? Call us at 204-944-8088 or 1-888-944-8088.

How did you learn about this program? (check all that apply)

- |   |                               |                                |
|---|-------------------------------|--------------------------------|
| Insert in Manitoba Hydro bill               | Efficiency Manitoba website   | Efficiency Manitoba phone call |
| Efficiency Manitoba customer service centre | Canvasser (door to door)      | Bus ads                        |
| Community resource centre                   | Friend, neighbour or relative | Contractor                     |
| Social media                                | Radio                         | TV                             |
| Newspaper                                   | Outdoor sign                  | Online advertisements          |
| Other (specify):                            |                               |                                |

**Voluntary self-declaration**

Do you self-identify as a Canadian Indigenous person (person of North American Aboriginal Ancestry including First Nations (status or non-status), Inuit, or Metis)?				
Yes	No	Prefer not to say		
If yes, are you First Nations (status)	First Nations (non-status)	Inuit	Metis	Prefer not to say

EFFICIENCY MANITOBA USE ONLY	
Application verified and approved by (designated Efficiency Manitoba representative)	yyyy mm dd

## Agreement

Efficiency Manitoba ("EM") offers the Energy Efficiency Assistance Program (the "Program") to an eligible homeowner (the "Owner") of a residential building (the "Building"). The Owner may reside in the Building or own the Building as a rental property for the building occupant (the "Tenant"). This Application will be assessed for the purpose of determining eligibility based on qualifying household income amounts, satisfaction of the terms and conditions set out below and as set out in Appendix A - Program Eligibility Criteria which forms part of this Agreement. Qualifying household income is based on the total income of the household member(s), inclusive of the Owner(s) and/or Tenant(s) that are 18 years of age or older, who reside in the Building (the "Occupants").

**The Energy Efficiency Assistance Program Eligibility Application (the "Application") is conditional on APPROVAL by EM and forms a binding agreement on the Owner. All information provided by the Owner must be true and correct as at the application date. The Occupants are required to provide income verification documents, and approval of such application only constitutes acceptance into the program based on Income Qualification thresholds/eligibility for a Home Energy Check-Up and does not imply approval for energy efficiency upgrades. This Application must be APPROVED BY EFFICIENCY MANITOBA BEFORE a Home Energy Check-Up is performed. No other work can begin until the subsequent required agreements and work orders are submitted and approved. See [efficiencyMB.ca/EEAP](http://efficiencyMB.ca/EEAP) for income thresholds, submission guidelines, and current program offerings/eligible energy efficiency upgrades.**

## 1.0 Warranties and agreements

- All registered Owner(s) of the Building must be included in this Application. In the case of an Owner who is a corporation, a Business Signing Authorization Statement from the Articles of Incorporation must be provided.
- The Owner warrants that all information received fully qualifies and complies with the Program Eligibility Criteria, set forth in the Application.
- The Owner warrants and represents that they have the express consent and authority to provide to EM the information and material(s) required, including but not limited to any third-party personal information that the Customer may provide to EM, and that to the best of the Owner knowledge, the Owner warrants that all information contained in the Application is true and correct.
- For the purpose of processing this Application and assessing eligibility, the Owner hereby authorizes EM to review the Owner's income tax or other eligible income verification documents and to review the Owner's Manitoba Hydro electrical and natural gas account(s), or in the case where the Owner(s) owns a rental property, the Owner acknowledges that eligibility will be assessed based on the income tax or other eligible income verification documents submitted by the Tenant(s).
- Without restricting any other rights or remedies available in contract, law, equity or otherwise that EM may have, EM may disqualify an Owner immediately, at any time by written notice to the Owner, if the Owner fails to perform or comply with, or breaches, any criterion or requirement of the Program, or if any other requirement of EM is not complied with to EM's satisfaction.
- Application under one EM program may not be combined with any application for, or receipt of, any funding, other incentive, or loan, from another EM program without EM's express prior written consent.
- The Owner agrees to the terms and conditions of this Application and shall comply with all Program requirements, unless specifically waived by EM in writing. If the Owner fails to comply with this Application or any other requirement of EM made pursuant to these terms and conditions, then upon notice from EM, this application shall be cancelled.
- EM decisions relating to the Owner, Building, Application, Program Eligibility Criteria, eligible energy efficiency upgrade offers, or other issues relating to the Energy Efficiency Assistance Program will be final and binding on all parties and not subject to appeal.
- EM reserves the right to change or terminate the Program at any time in its discretion without notice. In-process applications may be subject to cancellation should the Program be terminated. Eligible Program energy efficiency upgrade offers are subject to change without notice and are not confirmed until the time of issuance.
- This Application may be executed in any number of counterparts, including counterparts signed by fax, emailed scan-copy or by electronic signature when submitted through the Owner's EM user account, each of which shall be deemed an original and all of which together shall constitute one in the same instrument. A photocopied and/or fax copy of this Application bearing the signature of each party or an electronic copy of this Application having been agreed to electronically through the Owner's user account and approved by EM shall be deemed an original execution version of this Application.
- The Owner agrees to the Terms and Conditions of this Application and shall comply with same, together with all Program requirements, unless specifically waived by EM in writing. If the Owner fails to comply with this Application or any other requirement of EM made pursuant these Terms and Conditions, including without limitation if the Owner ceases to be the Manitoba Hydro account holder for the residence specified on the Application, then upon notice from EM, any Eligible Upgrade in process shall be cancelled and any payment made to the Contractor on behalf of the Owner shall immediately be repaid to EM.
- EM reserves the right to limit the number of Program participants in its discretion, including where an Owner would otherwise qualify under the Program.
- This Application shall be governed by and construed in accordance with the laws of Manitoba and the applicable laws of Canada without regard to Manitoba or federal Canadian law governing conflicts of law, even if one or more of the parties to this Application is resident of or domiciled in any other province or country. The parties hereby irrevocably attorn to the exclusive jurisdiction of the Court of Queen's Bench of Manitoba, Winnipeg Centre.

## 2.0 Consent for a Home Energy Check-Up and Installation of Energy Saving Devices

- The Owner agrees to having a Home Energy Check-Up performed on the Building and understands that the purpose of this Home Energy Check-Up is only for verification and assessment purposes regarding the eligibility of the Program energy efficiency upgrades/offers and products.
- The Owner agrees that the Home Energy Check-Up will only be completed if, in the opinion of EM and personnel authorized by EM, the Building is in a safe and suitable condition.
- The Owner understands that some energy efficiency upgrades, or combination of energy efficiency upgrades even though they may improve energy efficiency, may not qualify, may not be suitable, effective, or safe, for the Building or the Occupants and therefore may not be recommended.
- The Owner understands and agrees that EM makes no warranty, expressed or implied, with respect to any energy efficiency upgrade recommendations, energy consumption figures, or cost estimates, resulting from the Home Energy Check-Up.
- The Owner agrees that during the Home Energy Check-Up a number of energy saving devices will either be directly installed or left with the Occupant for later installation by the Owner and/or Tenant. If the devices are left, the Owner understands and agree that the Owner is solely responsible for ensuring that they are properly installed.
- The Owner is solely and fully responsible for choosing which qualifying/eligible energy efficiency upgrade or combination of retrofits to undertake, if any, and for choosing and contracting a Program registered contractor to perform the chosen energy efficiency upgrade or combination of upgrades.
- The Owner acknowledges to have been provided with sufficient information and knowledge on each of the energy saving devices and only accepts the item(s) (if any) that are suitable, effective, and safe for the Owner's house, inhabitants, and purposes.
- The Owner understands and agrees that EM makes no warranty, expressed or implied, with respect to any of the energy saving devices including, without limitation, their installation and whether any of them are suitable, effective, and safe, for the Owners' house, inhabitants, or purposes
- The Owner understands and agrees to assume all risks associated with the energy saving devices that have been provided or installed by the Energy Advisor during the Home Energy Check-Up.

## 3.0 Approvals and supporting documentation

- This Application must be accurately completed and signed by the Owner(s). The Owner must also provide or arrange to have provided to EM, any other information and material(s) that EM may reasonably request pursuant to this Application.
- Approvals are granted for 12 months following submission of all required documents. Applications received and approved must receive a Home Energy Check-Up within 12 months from the date of approval or the Application will be canceled.
- Eligible energy efficiency upgrades identified during the Home Energy Check-Up must be completed within 12 months of the Home Energy Check-up, otherwise Owners may be required to re-apply.

## Appendix A - Program eligibility criteria

- EM reserves the right to, at any time, verify the accuracy of any and all information and materials provided by the Owner, and the Owner must fully cooperate with such verification process. The Owner must also promptly notify EM in writing if any information or material provided to EM changes at any time after the time of submission of this Application.
- If the Building is a rental property and the electricity and natural gas account(s) for the Building is/are in the Owner's name, the Owner agrees to transfer any savings realized as a result of upgrades completed pursuant to the Program to the Tenant(s).
- The Owner must (unless specifically waived by EM in writing):
  - be of a legal age of at least 18 years old as of the time of submission of this Application; and
  - be the current Owner(s) of the Building.
- If the Building is Owner occupied, then the Owner must occupy the Building as a principal residence on a year-round basis and have a total gross household income less than or equal to the Program's established income thresholds for the applicable tax year.
- If the Building is a rental property, then the Owner must rent the building to a Tenant(s) whose total gross household income is less than or equal to the Program's established income thresholds for the applicable tax year.
- The Building must be:
  - in the Province of Manitoba;
  - an existing occupied single-detached, or semi-detached home, or a mobile/modular home on a permanent foundation with a permanent water supply and intended for human habitation, built prior to 1999; and deemed, by EM, to be in suitable condition for the work; and
  - deemed to be a residential property and occupied on a year-round basis for the previous 12 consecutive months.
- Attached garages, outbuildings, buildings under construction or unoccupied, apartments, seasonal dwellings such as cottages or cabins, or any other types of dwellings, are not eligible.
- EM may, without penalty or obligation, in its sole discretion, assess other factors while reviewing program eligibility, which may include property value and assets.
- Owners who have received financial assistance for energy efficiency products or services under any other federal, provincial or Manitoba Hydro Program, including the Affordable Energy Program, or EM energy conservation program may not be eligible for this Program. Owner(s) shall make full disclosure of same as part of the Application and shall provide further information and/or documentation to EM upon request for consideration by EM.