

Tenant/Renter Application Checklist

To Get Started

This application checklist is for tenants and renters. If you own the property, see Homeowner Application Checklist.

To complete your online application for the Colorado Home Energy Rebate Program, you must upload the following documents:

1. Photo ID
2. Proof you currently rent the property
3. Landlord authorization for participation
4. Proof of household income - for income-qualified rebate amounts

This checklist details which documents are accepted for each item.

Your application will not be approved or processed unless you include all required documents, a working telephone number, and an email address.

For help with your application, contact our Help Center toll-free at +1 (866) 336-0016, Monday through Friday, 9:00 AM to 5:00 PM Mountain Time (MT).

1. Photo ID

All applicants must **upload a copy of your photo ID**. Expired IDs will not be accepted.

Accepted Forms of ID:

- State driver's license
- State ID card
- U.S. passport book or card
- U.S. permanent residency card
- Native American Tribal document
- U.S. Common Access Card (CAC)
- U.S. Coast Guard Merchant Mariner Card (MMC)

2. Proof You Currently Rent the Property

Renters must prove they currently rent the Colorado property where the upgrades will be made (project address). You can choose one of two options:

Option 1: Provide Proof of Renter Status

Upload one of the following documents. The name and address must match your application.

Accepted Renter Status Documents:

- Current lease
- Current rental contract or agreement - includes the applicant's name, landlord's name, address, rental timeframe, rental amount, and payment schedule
- Current renter's insurance policy or premium bill

Option 2: Provide Proof of Address

If you do not have any of the documents listed in Option 1, **upload two of the following documents from two different categories below** (e.g., a utility bill and mail). The name and address must match your application.

Accepted Proof of Address Documents:

- **Utility Bill**
 - **Utility bill** - from the past 3 months (e.g., water, gas, delivered fuel, sewer, cable, satellite TV, internet, phone, garbage collection, etc.)
- **Mail**
 - **U.S. Postal Service (USPS) first-class mail from a government department or agency, financial institution, or healthcare provider** - from the past 3 months
- **Motor Vehicle Information**
 - **Current motor vehicle registration or title**
 - **Current motor insurance policy or card**
- **Government-Issued Document** - from the past 3 months
 - **Benefits letter**
 - **Tax return or refund check**
 - **Colorado voter registration card**
 - **Jury summons**
 - **Current firearm license**
 - **U.S. Postal Service (USPS) change of address confirmation (CNL-107)**
 - **Military discharge benefit letter (DD-214)**
 - **Unemployment benefits letter**
 - **Military, pension, or retirement benefits letter**
 - **Social Security benefits letter** for Retirement, Social Security Disability Insurance (SSDI), Survivor, Family, or Supplemental Security Income (SSI) benefits

- Worker's compensation benefits letter
- Employer Information
 - W-2 or 1099 - from the past 3 months
 - Wage statement or paystub - from the past 3 months
- Rental Payment
 - Rent payment receipt - from the past 3 months

3. Landlord Authorization for Participation

All tenants and renters must obtain written permission to participate from their landlord or property owner to apply.

When you fill out the online application, you will be given the Landlord Authorization for Participation Form to download and complete. You and your landlord must fill out and sign the form. Then, upload the completed form to your application.

If your household income is below 80% of the Area Median Income in your county, you and your landlord must also complete the Low-Income Tenant Protection section of the form.

[Find your county's Area Median Income \(AMI\)](#)

Note: If your household is larger than 8 people, please reach out to ceo_buildingdecarb@state.co.us to find out your income limit.

4. Proof of Household Income

Income-qualified rebate amounts will be issued to households that provide proof of qualifying household income. To qualify, you must provide proof of your household's income by selecting one of these two options:

Option 1: Show Your Household is Currently Enrolled in an Approved Program

Upload a benefit letter that proves that someone in the household is currently enrolled in one of the main programs below. The letter must be valid and not expired. The name and address on the benefit letter must match a household member in your application and show current enrollment.

Main Approved Programs:

- Low Income Home Energy Assistance Program (LEAP)
- Medicaid
- Supplemental Nutrition Assistance Program (SNAP)

If no one in your household is enrolled in any of the programs listed above, **upload a benefit letter that proves that someone in the household is currently enrolled in one of the other programs below.** The letter must be valid and not expired. The name and address on the benefit letter must match a household member in your application and show current enrollment.

Other Approved Programs:

- Head Start
- Lifeline Support for Affordable Communications (Lifeline)
- Food Distribution Program on Indian Reservations (FDPIR)
- National School Lunch Program - Free (NSLP)
- Housing Improvement Program (HIP)
- Supplemental Security Income (SSI)
- Aid to the Blind (AB)
- Aid to the Needy Disabled (AND)
- Old Age Pension (OAP)

Option 2: Provide Income Documents

If no one in your household is enrolled in any of the programs listed in Option 1, **upload documents that show all income for each person in your household who is 18 years or older.**

Household income is all taxable money that someone in your home earns and must report, as defined by the U.S. Internal Revenue Service (IRS).

Your application will not be approved or processed unless you include all income information for every adult in your household.

Accepted Income Documents:

- **IRS Form 1040** - complete copies of pages 1 and 2 of the 1040 filed for the most recent tax year
- **IRS Form W-2** - all W-2s issued for the most recent tax year
- **IRS Form 1099s** - all 1099s issued for the most recent tax year
- **Paystubs or wage statements** - two in a row from the past 2 months
- **Cash income records** - bank statements or payment apps like Zelle or Cash App from the past 3 months
- **Unemployment benefits letter** - must show you are currently getting benefits
- **Military, pension, or retirement benefits letter** - from the past 12 months and must show current enrollment
- **Social Security benefits letter for Retirement, Social Security Disability Insurance (SSDI), Survivor, and/or Family benefits** - from the past 12 months and must show current enrollment
- **Alimony letter** - from the past 12 months and must show current enrollment
- **Worker's compensation benefits letter** - from the past 12 months and must show current enrollment