

ECO2 AWG and Private Domestic Premises ChecklistFor additional information on AWG eligibility and evidence requirements, please refer to Ofgem's Guidance note: the Affordable Warmth Group: <https://www.ofgem.gov.uk/publications-and-updates/eco2-affordable-warmth-group-guidance-note>

Customer address <i>(Building number/name, Street name, Town, City, County, Postcode)</i>		Company name	
		Name of representative <i>(title, first name, surname)</i>	
Sign box 24			
Customer Details - Owner Occupier / Tenant			
Title	First name	Surname	
Daytime phone no.	E-mail Address		
Alternate phone no.	Property owner occupied or privately rented		<input type="checkbox"/> Owner occupied <input type="checkbox"/> Privately rented
Details for Benefit Recipient – tick the boxes where appropriate			
	Name of benefit (tick one)	<input checked="" type="checkbox"/>	Evidence collected
1	State Pension Credit		Benefit entitlement letter / WHD Core Group (1)
2	Child Tax Credit		Tax credit award notice and/or review letter confirming annual relevant income below £16,010 (1)
3	Working Tax Credit		Tax credit award notice and/or review letter confirming annual relevant income below £16,010 (1)
4	Income based Job Seekers Allowance		Benefit entitlement letter (1)
5	Income Support		Benefit entitlement letter (1)
6	Income related Employment and Support Allowance		Benefit entitlement letter (1)
7	Universal Credit		Universal Credit confirming net monthly earned income of £1,250 or less in any assessment period in previous 12 months
8	ESAS matched reference		Unique Reference Number (in full, if known)
9	DWP matched reference		Unique Reference Number (in full, if known)
10	Does the letter evidence limited capability for work or limited capability for work & work-related activity? Recipient is in receipt of Disability Living Allowance or Personal Independent Payment?		<input type="checkbox"/> Yes to one or more. Go to 18 <input type="checkbox"/> No. Go to 16
11	Does the recipient's entitlement letter from Department of Work and Pensions/Jobcentre Plus show evidence of a work related activity or support component?		<input type="checkbox"/> Yes Go to 18 <input type="checkbox"/> No. Go to 12
12	Does the letter contain evidence of any one of the following? <i>(tick all that apply)</i> Child Tax Credit (separate letter) which includes a disability or severe disability element Disabled child premium Disability premium, enhanced disability premium or severe disability premium Pensioner premium, higher pensioner premium or enhanced pensioner premium		<input type="checkbox"/> Yes to one or more. Go to 18 <input type="checkbox"/> No. Go to 16
13	Does the letter show evidence of a disabled worker/disability element or severe disability element?		<input type="checkbox"/> Yes. Go to 18 <input type="checkbox"/> No. Go to 14
14	Is the person aged over 60?		<input type="checkbox"/> Yes. Go to 15 <input type="checkbox"/> No. Go to 16
15	Please provide a photograph of the person's birth certificate, passport or medical certificate showing date of birth <i>(tick to indicate this has been done)</i>		Now go to 18
16	Does the letter show evidence of responsibility for a qualifying child/young person or do they have a Child Benefit letter or Child Tax Credit notice?		<input type="checkbox"/> Yes. Go to 18 <input type="checkbox"/> No. Go to 17
17	<input checked="" type="checkbox"/> This person does not appear to be eligible for HHCRO but may be eligible for CERO <input checked="" type="checkbox"/>		
Details for Private Domestic Premises			
18	Is the property a park home?	<input type="checkbox"/> No. Go to 19 <input type="checkbox"/> Yes. Provide supporting evidence showing that the named owner resides at the premises (1), and then go to 22	
19	Is the property registered on the relevant land registry? (2)	<input type="checkbox"/> No. Provide screenshot to show that property is not registered on the Land Registry and then go to 20 <input type="checkbox"/> Yes. Provide a search from the Land Registry (1) to identify that the property is a private domestic premise and then go to 22	
20	Is the property owner occupied?	<input type="checkbox"/> No. Go to 21 <input type="checkbox"/> Yes. take a copy/photo of the title deeds or mortgage statement (1) (addressed to the owner occupier) or complete Ofgem template 4 or 5 (3) (if template used, supporting evidence (1) showing that the named owner resides at the premises, must be provided) and then go to 22	
21	Is the property privately rented, or is there an occupancy agreement in place (4) (owner landlord)?	<input type="checkbox"/> No. Go to 17 <input type="checkbox"/> Yes. Take a copy/photo of a current tenancy agreement (5) or complete Ofgem template 1, 2 or 3 (3) (if template used, supporting evidence showing that the named tenant resides at the premises, must be provided) and then go to 22	
22	Is the proof of benefit addressed to an occupier of the private domestic premises?	<input type="checkbox"/> No. Go to 23 <input type="checkbox"/> Yes. Go to declaration 24	
23	Provide a copy of utility bill, phone bill, bank statement, mortgage statement or council tax letter for the benefit recipient to evidence occupancy (1)	Go to declaration 24	
24	Company Representative Declaration: I confirm that where applicable I have seen original copies of evidence of the benefits ticked above and all other applicable evidence and have taken copies.		
	Full Name	Signed X _____ X	Date: ___ / ___ / ___

(1) Document confirming eligibility to be dated no more than 18 months before installation (subject to funding provider agreement).

(2) For England and Wales this should be the Land Register maintained by her Majesty's Land Registry. For Scotland this should be the Land Register of Scotland or the Register of Sasines.

(3) Ofgem HHCRO templates available at: <https://www.ofgem.gov.uk/publications-and-updates/home-heating-cost-reduction-obligation-hhcro-templates-evidence-private-domestic-premises>

(4) The landlord is not a housing trust, housing cooperative, registered social landlord, housing association, local authority or charity.

(5) Including as a minimum, the address, name of tenant, name of landlord, start date of tenancy, length of tenancy and signature of both parties.