

ECO2t Help to Heat Group and Private Domestic Premises Checklist

For additional information on help to heat group eligibility and evidence requirements, please refer to Ofgem's help to heat group guidance note: <https://www.ofgem.gov.uk/publications-and-updates/eco2t-help-heat-group-guidance-note>.

Customer address <small>(Building number/name, Street name, Town, City, County, Postcode)</small>		Company name		Sign box 18
		Name of representative <small>(title, first name, surname)</small>		
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	<input checked="" type="checkbox"/> Next steps
1	Pension Guarantee Credit (1)		Benefit entitlement letter / WHD Core Group (2) / ESAS / DWP	Go to 12 Go to 9 or 10 if ESAS / DWP verified
2	Income based Job Seekers Allowance		Benefit entitlement letter (2) / ESAS / DWP	Go to 12 Go to 9 or 10 if ESAS / DWP verified
3	Income Support		Benefit entitlement letter (2) / ESAS / DWP	Go to 12 Go to 9 or 10 if ESAS / DWP verified
4	Income related Employment and Support Allowance		Benefit entitlement letter (2) / ESAS / DWP	Go to 12 Go to 9 or 10 if ESAS / DWP verified
5	Tax Credit (includes Working Tax Credit and Child Tax Credit)		Benefit entitlement letter (2) / ESAS / DWP Joint or single claim Number of qualifying children as indicated in 7.	Go to 7 Go to 9 or 10 if ESAS / DWP verified
6	Universal Credit		Benefit entitlement letter (2) / ESAS / DWP Joint or single claim Number of qualifying children as indicated in 8.	Go to 8 Go to 9 or 10 if ESAS / DWP verified
7	Tax Credits Tick the appropriate total annual gross income threshold based on the household composition. Number of qualifying children 0 1 2 3 4 or more Single claim £13,200 <input type="checkbox"/> £17,400 <input type="checkbox"/> £21,600 <input type="checkbox"/> £25,800 <input type="checkbox"/> £30,000 <input type="checkbox"/> Joint claim £19,800 <input type="checkbox"/> £24,000 <input type="checkbox"/> £28,200 <input type="checkbox"/> £32,400 <input type="checkbox"/> £36,600 <input type="checkbox"/>		Is the household's total income below the appropriate threshold for the household, ticked above? Yes. Go to 12 No. Go to 11	
8	Universal Credit Tick the appropriate monthly net earned income threshold based on the household composition. Number of qualifying children 0 1 2 3 4 or more Single claim £1,100 <input type="checkbox"/> £1,450 <input type="checkbox"/> £1,800 <input type="checkbox"/> £2,150 <input type="checkbox"/> £2,500 <input type="checkbox"/> Joint claim £1,650 <input type="checkbox"/> £2,000 <input type="checkbox"/> £2,350 <input type="checkbox"/> £2,700 <input type="checkbox"/> £3,050 <input type="checkbox"/>		Is the household's monthly income below the appropriate threshold for the household, ticked above? Yes. Go to 12 No. Go to 11	
9	ESAS matched reference		8 digit Unique Reference Number <input type="text"/>	Go to 12
10	DWP matched reference		10 digit Unique Reference Number (10 digits indicate a 3 digit user prefix is included). <input type="text"/>	Go to 12
11	<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				
12	Is the property a park home?	<input type="checkbox"/> No. Go to 13 <input type="checkbox"/> Yes. Provide supporting evidence showing that the named owner resides at the premises (2), and then go to 16		
13	Is the property registered on the relevant land registry? (3)	<input type="checkbox"/> No. Provide screenshot to show that property is not registered on the Land Registry and then go to 14 <input type="checkbox"/> Yes. Provide a search from the Land Registry (2) to identify that the property is a private domestic premise and then go to 16		
14	Is the property owner occupied?	<input type="checkbox"/> No. Go to 15 <input type="checkbox"/> Yes. take a copy/photo of the title deeds or mortgage statement (2) (addressed to the owner occupier) or complete Ofgem template 4 or 5 (4) (if template used, supporting evidence (2) showing that the named owner resides at the premises, must be provided) and then go to 16		
15	Is the property privately rented, or is there an occupancy agreement in place (owner landlord)? (6)	<input type="checkbox"/> No. Go to 11 <input type="checkbox"/> Yes. Take a copy/photo of a current tenancy agreement (4) or complete Ofgem template 1, 2 or 3 (5) (if template used, supporting evidence showing that the named tenant resides at the premises, must be provided) and then go to 16		
16	Is the proof of benefit addressed to an occupier of the private domestic premises?	<input type="checkbox"/> No. Go to 17 <input type="checkbox"/> Yes. Go to declaration 18		
17	Provide a copy of utility bill, phone bill, bank statement, mortgage statement or council tax letter for the benefit recipient to evidence occupancy (2)	Go to declaration 18		
18	Company Representative Declaration: I confirm that I have seen original copies of evidence of the benefits ticked above and all other evidence as applicable and have taken copies.			
	Full Name	Signed X_____X	Date: __ / __ / ____	

(1) People in receipt of both Pension Savings Credit and Pension Guarantee Credit are eligible.

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

(3) 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.

(4) Ofgem HHCRO templates available at: <https://www.ofgem.gov.uk/publications-and-updates/eco2t-hhcro-templates-evidence-private-domestic-premises>.

(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.

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