

## DEFERRAL OF SERVICES NOTICE

**PRIMARY APPLICANT:**

**OWNER** (if different than Applicant):

\_\_\_\_\_  
First Name MI Last Name

\_\_\_\_\_  
First Name MI Last Name

**PHYSICAL ADDRESS (Property):**

**COMMUNITY ACTION AGENCY (CAA):**

\_\_\_\_\_  
Street

\_\_\_\_\_  
CAA Name

\_\_\_\_\_  
City State Zip

The following describes the problems/conditions found and how the problems prevent this home from receiving Weatherization services at this time:

The following corrective actions are required before Weatherization services can be initiated:

You may contact the following resources to inquire about other possible types of assistance:

If the problems are corrected, your home may qualify for Weatherization services provided the household still meets eligibility criteria.

\_\_\_\_\_  
Signature of CAA Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAA Representative Name

\_\_\_\_\_  
CAA Representative Phone

### ACKNOWLEDGEMENT

I understand that the condition(s) outlined above prevent my home from receiving Weatherization services at this time. It is my responsibility to contact the Community Action Agency when the condition(s) has been corrected.

**APPLICANT:**

**OWNER** (if different than Applicant):

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

Appeal Rights: You have the right to an informal review of the decision to defer Weatherization services. You must contact the Manager of Housing and Weatherization Services in writing within 30 calendar days of the date the Deferral of Services Notice was signed. You must include the reason(s) why you don't agree with this decision along with any documentation that will show that the deferral reason was made in error or not accurate.

You may send your Appeal letter to:

MaineHousing  
Manager of Housing and Weatherization Services  
26 Edison Drive  
Augusta, ME 04330

You can expect to receive a written response within 14 days from the date your appeal is received.