**New Mexico Energy$mart Program**

**Agency Application:** If you need help completing this form, please give us the name and phone number of someone we can call: Name, Phone number

**All Applicants Must Provide Proof of Income for Household Members**

*18 years of age and older.*

* Copy of latest Income Tax Return (Federal or State form) *may* be used
* Self-employed applicants with Business Income/Loss must provide *2 tax years*
* Social Security and SSI income recipients provide a copy of *current* Award Letter
* Employed applicants provide three (3) latest paycheck stubs with year-to-date totals
* If not employed, please provide a *notarized* statement (including your name) indicating you are *not employed.* If you receive Unemployment benefits, also send a copy of your award letter or printout of *unemployment weekly benefit amount.*

Birthdates must be provided for all Household Members.

**All Applicants Must Provide Clear Legal Proof of Ownership of Your Home:**

*(All documents must show Your Name and Home Address)*

For a **Constructed/Site-Built Home:**

* Copy of Mortgage Coupon Payment, or
* Copy of County Property Tax Bill, or
* Tribal Governor’s Letter

For a **Mobile Home:**

* Title and/or Registration, or
* Mortgage Payment, or
* County Property Tax Bill for the Land the Home sits on

**All Applicants Must Provide Proof of Utility Accounts**

* Copy of Current Gas Bill or Propane Receipt, and
* Copy of Current Electric Bill

*(Please send actual bills that indicate energy usage)*

Mail COPIES of all the documents required and your completed application to:

**Agency**

**Street address**

City, NM Zip Code

Phone number

ANY QUESTIONS? Please call <Agency Phone Number>

ALSO INCLUDED IS AN ADDITIONAL APPLICATION.

PLEASE SHARE IT WITH ANYONE YOU KNOW WHO MAY NEED ASSISTANCE!

Revised 3/2/12