



## HOME ENERGY ASSISTANCE APPLICATION CHECKLIST

**Intake completed by:** \_\_\_\_\_  
**Intake date:** \_\_\_\_\_  
**Amount requested:** \_\_\_\_\_  
**Amount approved:** \_\_\_\_\_  
**Pledge date:** \_\_\_\_\_  
**Vendor contact:** \_\_\_\_\_  
**Check number:** \_\_\_\_\_  
**Check date:** \_\_\_\_\_  
**Denial reason:** \_\_\_\_\_

### DOCUMENTATION:

- \_\_\_ Completed and signed application
- \_\_\_ Copy of photo ID
- \_\_\_ Copy of bill or other documentation from vendor
- \_\_\_ Completed and signed Consent to Disclose Utility Customer Data form if bill paid is Atmos, Black Hills, Colorado Natural Gas, or Xcel
- \_\_\_ Share Your Story form (optional – only include if completed by client)

### NOTES:

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