

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
Division of Housing and Community Resources

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**Landlord Contribution Agreement  
Single-Family Dwellings (1-4 Units)**

The Weatherization Assistance Program requires monetary contributions from landlords of one-four (1-4) unit buildings. Weatherization agencies are only authorized to pay up to the maximum per unit expenditure limit which is \$ \_\_\_\_\_ or fifty percent of the total cost of heating system upgrades (whichever is less). Landlords are also expected to contribute a portion of the cost for low-priority measures such as attic insulation, wall insulation and replacement windows etc.

This agreement is between \_\_\_\_\_ and \_\_\_\_\_ who is the owner of the property that is occupied by \_\_\_\_\_ who is eligible for weatherization assistance. The total cost for installing energy conservation measures on your building(s) located at \_\_\_\_\_ is \$ \_\_\_\_\_.

The percentage you agree to contribute for heating system improvement is minimum 50% or \$ \_\_\_\_\_.

The percentage you agree to contribute for regular weatherization (per unit) is \_\_\_\_\_ % or \$ \_\_\_\_\_.

The total amount you are contributing is \$ \_\_\_\_\_.

**Check One Method of Payment (No Cash Please)**

Personal Check \_\_\_\_\_ Certified Bank Check \_\_\_\_\_ Money Order \_\_\_\_\_

Check made out to Agency: \_\_\_\_\_

Check made out to Installing Contractor: \_\_\_\_\_

Installment Payments? Yes \_\_\_\_\_ No \_\_\_\_\_

**\*\*No work will begin until all payments are received.\*\***

By signing this agreement, I acknowledge review and approval of the work order which itemizes what materials will be installed on my property. I understand that all work completed through the Weatherization Assistance Program must meet minimum standards, guidelines and policies provided by the Office of Low-Income Energy Conservation for proper installation and operation.

I also understand that 100% of the funds I contribute will be expended for material and labor cost for my building(s) only. Any funds not expended for this purpose will be refunded to me upon completion of the work performed.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Weatherization Manager Signature \_\_\_\_\_ Date \_\_\_\_\_