



## Home Energy Score Exemption Application

For a home to be exempt from Home Energy Score Policy requirements, the homeowner must fill out the exemption application, submit supportive documentation, and receive confirmation of exemption from the City of Hillsboro.

NOTE: Foreclosures and bank-owned home sales are not exempt and must receive a Home Energy Score prior to listing the home for sale.

### Step 1: Complete the Exemption Application

First Name:

Last Name:

Phone Number:

Email:

Seller's Primary Address:

City:

State:

Zip Code:

Is this address of the home needing a Home Energy Score?      Yes      No

If answering 'No', what is the address of the home needing a Home Energy Score?

Address:

City:

State:

Zip Code:

Are you the owner of the property?

Yes

No, but I am an authorized representative for the property.

If answering 'No', what is your relationship to the property owner?

Choose the option which applies to this application. All options will require documentation as proof of status, and an application will be considered incomplete without this documentation.

NOTE: Probate and court appointed trustees or representatives for probate are NOT an approved exemption condition.

Change of title pursuant to marriage or divorce

Condemnation

Involuntary transfer of title resulting from default on an obligation secured by real property

Transfer of title pursuant to inheritance

Other involuntary change of title affected by operation of law

A trustee's sale

A deed-in-lieu of foreclosure sale

A pre-foreclosure sale in which seller has reached an agreement with the mortgage holder to sell the property for an amount less than the amount owed on the mortgage

A sale at public auction or acquisition by a public agency due to arrears for property taxes

A court appointed receiver is in control of the covered building due to financial distress

The senior mortgage on the covered building is subject to a notice of default

The covered building has been approved for participation in Oregon Property Tax Deferral for Disabled and Senior Citizens, or equivalent program

The responsible party is otherwise unable to meet the obligations of this chapter

Please read the following and include your signature below to complete the application:

*I agree to conform to all regulations adopted by the City of Hillsboro. I certify the information I have provided is true and correct and I understand that any misstatement or omission of material fact in this application may cause forfeiture, on my part, of all rights to an exemption. I authorize the City of Hillsboro, at its option, to request verification from any information source provided in this application. I understand that submission of an exemption application and supporting documentation does not automatically exempt my home from Home Energy Score requirements and that I will be notified once a final determination is made.*

By checking this box, I certify and agree to the above statement.

Signature

\_\_\_\_\_

First and Last Name

\_\_\_\_\_

Date

## **Step 2: Provide Supportive Documentation**

Applications for exemption will not be considered complete until required supportive documentation is received by the City of Hillsboro. Submission of an exemption application and supporting documentation does not automatically exempt the home from Home Energy Score requirements – the homeowner will be notified once a final determination is made.

Eligible proof of status will be official written notification of the condition from a public agency, court or financial institution which clearly indicates the correct address of the property. PLEASE REDACT (BLACK-OUT) ANY SENSITIVE INFORMATION, such as bank account information or numbers, social security numbers, credit card account numbers, etc.

Staff will maintain applicant confidentiality to the best extent possible and will securely discard the attached documentation after verifying proof of eligibility, keeping only a record of verification. The Home Energy Score exemption application and the information contained within along with the record of verification may be subject to public records requests.

## **Step 3: Submit the Exemption Application and Supportive Documentation**

The exemption application and supportive documentation can be delivered to the City of Hillsboro by email, US Postal Service, or in person. Please choose one of the following options:

Email documents to: [Sustainability@Hillsboro-Oregon.gov](mailto:Sustainability@Hillsboro-Oregon.gov). **Please include your name and the home address in the subject line of the email.**

Mail documents to: City of Hillsboro, Attn: Home Energy Score Program, 150 E Main Street, Fifth Floor, Hillsboro, OR 97123

Deliver documents to: Hillsboro Civic Center, 150 E Main Street, 5<sup>th</sup> Floor

If you have questions or need assistance with the application, please call 503-681-6100 or email [Sustainability@Hillsboro-Oregon.gov](mailto:Sustainability@Hillsboro-Oregon.gov).