

Better Energy Homes:

DOW Sign Off Guide for
Homeowners



Declaration of Works (DOW) form Guidance

A significant number of Declaration of Works (DOW) forms submitted for processing result in being returned to the Homeowner due to the form being filled out incorrectly or not to completion. The most common reason for the returns of these documents is the absence of a signature from either the Homeowner or Contractor.

Please note for every application, the Homeowner must supply their signature on all sections, where requested, in order for the Declaration of Works form to be processed and proceed for grant payment subject to all terms and conditions being met.

The three forms where the Homeowner must fill out and supply their signature are as follows:

- 1. The Request for Payment Form**
- 2. The Declaration of Works (DOW) Form for each measure applied.**
- 3. The Declaration of Works (DOW) Form for the Post-Works Building Energy Rating (BER)**

The next page shows where the Homeowner must fill out and sign each form to meet the requirements.

1. The Request for Payment Form



Request for Payment Form

Date of Offer: [Redacted]
Date of Expiry: [Redacted]

1. Homeowner Details

Application ID	[Redacted]
MPRN (Meter Point Reference Number)	[Redacted]
Homeowner Name	[Redacted]
Installation Address	[Redacted]
Application Source	[Redacted]

All homeowners **MUST** complete Section 2 and 3 of this form to ensure grant payment .

2. Homeowner Nominated Bank Details

Please complete the table below with the bank account details (6 digit sort code and 8 digit account code) where payment is to be made.

Grant payment will be made directly into the account, so great care should be taken in completing these details.

Payment will be made via Electronic funds transfer (EFT), so please ensure the account nominated here is able to accept EFTs. If you are unsure please check with your bank.

SEAI are unable to process Credit Union accounts at this time.

**HOMEOWNER
MUST COMPLETE
THIS SECTION**

Account Holder's Name	
Bank name	
BIC	
IBAN	

Declaration: I _____ (Homeowner name in block capital)
consent to and request that payment be made for this grant application into the account detailed above.

Signed		Date:			/			/		
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**HOMEOWNER
MUST
COMPLETE THIS
SECTION**

3. Homeowner Declaration (please review checklist below)

I request payment of my Better Energy Homes grant for the above application number and hereby vouch that I have complied with all the Terms and Conditions of the scheme including ensuring that all Contractor(s) and Assessor who undertook any works for me have completed and signed the relevant sections on all the forms. If incomplete, I understand that this will result in my Payment Request being rejected and returned to me for completion.
I certify that the statements and declarations made by me in respect of this application and grant claim are true, complete and accurate to the best of my knowledge. I accept that any knowingly false, fictitious or fraudulent statements or claims may result in this application, and any future applications by me under the Better Energy Homes scheme being deemed ineligible by SEAI.

Signed		Date:			/			/		
Name(BLOCK CAPITALS)										

2. The Declaration of Works Form for Each Measure

3. Section to be completed by HOMEOWNER: (Please note this declaration must be signed by the Homeowner)

Homeowner Declaration

I declare that I am the owner of this dwelling and that the works detailed overleaf have been completed to my satisfaction. I confirm that I have paid the contractor in full or entered an agreed payment schedule contract for the works described. I understand that where my total expenditure is less than the fixed grant amount then the lower amount will be the grant payment.

I understand that all works may be inspected by SEAI or its agents. I undertake to facilitate any reasonable request to conduct the inspection / audit process.

Signed		Date:			/				
Name (BLOCK CAPITALS)									

HOMEOWNER MUST COMPLETE THIS SECTION

NOTE: This Declaration of works form should be returned with all other completed Declaration of Works forms relating to this application along with the Request for Payment form once all the measures have been completed. If any form is incomplete or missing then the request for payment will be rejected resulting in all documentation being returned for resolution.

For Homeowner applications, it is the Homeowner's responsibility to ensure that all sections on this form have been completed, signed and appropriately dated by the relevant personnel.

For Energy Partner applications under Counterparty Agreement, it is the counterparty's responsibility to ensure that all sections on this form have been completed, signed and appropriately dated by the relevant personnel.

3. The Declaration of Works Form for Post-Works Building Energy Rating (BER)

3. Sections to be completed by HOMEOWNER

Please note it is your responsibility to ensure that **all sections** on this form have been completed, signed and dated by all relevant personnel

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HOMEOWNER MUST COMPLETE THIS SECTION

(a) Extension Information

Was dwelling floor area extended at the same time as Better Energy Homes works carried out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the answer is yes to the above, what is the extension floor area? (m ²)		

(b) Homeowner Declaration

I confirm that I have paid in full or entered an agreed payment schedule contract with the assessor for the full cost. I understand that where my total expenditure is less than the fixed grant amount then the lower amount will be the grant payment. I understand that I am only entitled to BER funding once per dwelling.

I understand that all works may be inspected by SEAI or its agents. I undertake to facilitate any reasonable request to conduct the inspection/audit process.

Signed		Date:			/			/	
Name (BLOCK CAPITALS)									

HOMEOWNER MUST COMPLETE THIS SECTION

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Rialtas na hÉireann
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