

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

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**Heating System & Hot Water Heater Improvement Program Checklist**

1. Agency Name \_\_\_\_\_
2. Date Service Requested \_\_\_\_\_
3. Does client have Heat? \_\_\_\_\_
4. Gas/Electric operable? \_\_\_\_\_
5. Oil in Tank? \_\_\_\_\_
6. Client Name \_\_\_\_\_ Job # \_\_\_\_\_
  - a. How many eligible units share this common heater? \_\_\_\_\_
  - b. Fuel Type: (Oil) (Gas) (Kerosene) (Propane) (Electric)
  - c. Type of system: (Warm Air) (Hot Water) (Steam) (Baseboard)
  - d. Hot Water Tank: (Oil) (Gas) (Electric) (Propane)

7. Condition of Existing Unit:

**Note:** Any defects listed in this section must be supported by the heater survey, including test results when the heater is operable. The **agency heater specialist** is responsible for verifying all defects reported by contractors.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor \_\_\_\_\_ Evaluation Date \_\_\_\_\_

Agency Heater Specialist \_\_\_\_\_ Evaluation Date \_\_\_\_\_

8. Estimates:

a. Contractor Names                      Material                      Labor                      Total Cost

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

b. Selected Contractor with lowest bid/estimate?    Yes \_\_\_\_\_ No \_\_\_\_\_

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c. If selected contractor is not the one who submitted the lowest estimate, state reason for rejection.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Selected Heating System: (AHRI Certified)

- a. Manufacturer \_\_\_\_\_
- b. Trade/Model Name \_\_\_\_\_ Model # \_\_\_\_\_
- c. BTU (Input) \_\_\_\_\_ Heating Capacity (BTU output) \_\_\_\_\_
- d. AFUE \_\_\_\_\_ SSE \_\_\_\_\_
- e. Disconnect & Remove: (Heating Unit) (Fuel Tank) (H/W/H Tank)  
(Yes) (No) If no, state the reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Selected Hot Water Tank: (AHRI Certified)

- Fuel Type \_\_\_\_\_
- Manufacturer \_\_\_\_\_ Trade Name \_\_\_\_\_
- Model # \_\_\_\_\_ Tank Size \_\_\_\_\_
- First HR Rating Gallons \_\_\_\_\_ Energy Factor \_\_\_\_\_

11. Additional Parts: \_\_\_\_\_ Replacement \_\_\_\_\_ Repair \_\_\_\_\_

Note: Do not list parts that are included in the standard replacement heating system package in this section.

- Gas Piping Lft. \_\_\_\_\_ Water Lines Lft. \_\_\_\_\_ Oil Lines Lft. \_\_\_\_\_
- Duct Lft. \_\_\_\_\_ Radiators Lft. \_\_\_\_\_ Baseboard Lft. \_\_\_\_\_
- Oil Tank \_\_\_\_\_ Size \_\_\_\_\_
- Electrical Specify: \_\_\_\_\_
- Other Specify: \_\_\_\_\_

12. Final Inspection Data:

- Date Work was approved \_\_\_\_\_
- Date Work was completed \_\_\_\_\_
- Date Work was final inspected by the agency \_\_\_\_\_