



Agreement For Designation As Department of Safety and Professional Services Agent For the Rental Weatherization Program

The agency listed below is hereby designated as a State of Wisconsin Department of Safety and Professional Services (DSPS) agent with the power to validate stipulation and waiver agreements as required by the Rental Unit Energy Efficiency Standards (SPS 367 and Stats 101.122)

A validated stipulation or waiver enables the prompt transfer and recordation of the transfer documents for residential rental unit properties.

Regardless of the residential rental unit's location in the state, given an application, the designated agent agrees to:

- 1) Maintain an adequate supply of stipulation and waiver forms and stamps by obtaining them at no cost from DSPS.
- 2) Review the application for completeness.
- 3) Check the Rental Weatherization Program WebSite at <http://www.dsps.wi.gov/sb/sb-RentalWeatherizationProgram.html> for any certifications or unsatisfied stipulations or waivers for the same property. If there is one, do not authorize a new stipulation or waiver until program staff approves.
- 4) Check that the waiver or stipulation agreement has been signed by the intended purchaser(s) of the rental unit or a legal representative holding a valid power-of-attorney.
- 5) Enter your agent information on the waiver or stipulation agreement. Sign and date.
- 6) On the original ply to be recorded at Register of Deeds, apply a YELLOW DSPS transfer authorization stamp to the stipulation agreement OR a BLUE DSPS transfer authorization stamp to the waiver agreement.
- 7) If necessary, photocopy the document to create two copies when not presented with the multi-ply form version or previously photocopied copies.
- 8) Copy the transfer authorization number off the stamp onto the stamp block of the two copies if not already photocopied.
- 9) Distribute the original to the requestor, a copy to DSPS within one month and a copy to your records for one year. If using the multi-ply carbon form, submit the yellow second ply to DSPS and keep the green third ply.
- 10) Complete the following general agency information to provide to potential customers and for our records:

Agency Name	
Contact Individual	
Telephone Number	
Street Address	
Room Number	

Mailing Address	
Wisconsin Dept. of Revenue Municipality Number (If you are not a county or municipal agency, we will assign you a number.)	

10) Signature of Agency Head:

Name (Print)	
Signature	
Date	

Agent designation is valid until termination by either party.

Upon completion of the above, please return to:

Safety and Buildings Division
Rental Weatherization Program
PO Box 7302
Madison, WI 53701
608-266-1818

You will receive a signed copy back.

State RWP agency approving signature:

_____ Date: _____