

**APPENDIX 67-68**

The material contained in this Appendix is for informational purposes only and is numbered to correspond with the number of the rule as it appears in the code.

A67.08 (1) – Certificate of compliance. Form SBD-7114.

A67.08 (2) – Waiver of certificate. Form SBD-7116.

A67.08 (3) – Stipulation. Form SBD-7115.

DILHR CONTROL #

## Rental Unit Energy Efficiency Standards Certificate of Compliance

**This instrument Was Drafted By:**  
Wisconsin Department of Industry,  
Labor and Human Relations  
Safety & Buildings Division  
Rental Weatherization Program  
P.O. Box 7969, Madison, WI 53707  
(608) 266-0671

TYPE OR PRINT USING BLACK INK

Owner's Name(s):		Rental Building Location - Street Address:		Recording Information (Leave Blank)	
Street Address:		City: County:			
City: State & Zip Code:		Number of Rental Buildings on Property:		Number of Rental Units on Property:	
Owner's Telephone Number (Include area code): ( )		Has this unit ever been issued a stipulation? <input type="checkbox"/> Yes <input type="checkbox"/> No		Stipulation No S- _____	
Legal Description of Rental Unit Property (may attach separate sheet):					
Return To:					

### Certificate Instructions

This certificate is to be completed and signed by an inspector currently licensed by the Department of Industry, Labor and Human Relations for Rental Unit Energy Efficiency inspection. The original copy must be retained by the owner of the rental unit for use at time of transfer of ownership. Further, the department recommends that it be recorded. **NOTICE TO INSPECTORS:** Per ILHR 67.08 (1), the yellow copy of this certificate must be forwarded to the department within 15 business days of the certificate issuance. A copy of the Field Inspection Report should be attached to the yellow DILHR Certificate copy.

REQUIREMENT	INSULATION LEVEL		Fail Dates	DILHR Exemption Number (or Comments)	NOT	
	Initial	Final			Applicable	Accessible
1 Doors						
2 Windows						
3 Caulking						
4 Weatherstripping						
5 Box Sill	R =	R =				
6 Floors Over Vented Spaces	R =	R =				
7 Forced Air Ducts	R =	R =				
8 Steam Heating Pipes	R =	R =				
9 Hydronic Heating Pipes	R =	R =				
10 Water Heater Jacket						
11 Domestic Water Pipes	R =	R =				
12 Heating Equipment Insp.						
13 Shower Flow Restrictors						
14 Air Conditioner Covers						
15 Side Walls	R =	R =				
16 Access Panels and Doors	R =	R =				
17 Attic Insulation	R =	R =				
18 Moisture Control: Attic & Crawl						

INSPECTION DATES	
1	
2	
3	

**PURPOSE:** Section 101.122(4) and (6), Wis. Stats., requires that a properly authorized Certificate of Compliance, Stipulation or Waiver accompany the transfer documents at the time of recordation. This process is further explained in Chapter ILHR 67.08 and 67.10, Wisconsin Administrative Code. Receipt of a Certificate of Compliance from a currently licensed inspector is proof of conformance with energy conservation standards of ILHR 67.05. In lieu of the Certificate of Compliance, the purchaser may accept responsibility for future conformance with either a Stipulation or Waiver.

<b>CERTIFICATE OF COMPLIANCE</b>			
The rental unit described above is certified as meeting the minimum rental unit energy efficiency standards of ILHR 67. Each applicable item on the checklist complies with ILHR 67.05 or has been issued an exemption number. <b>This certificate is not valid unless signed and dated by the inspector.</b>			
Inspector's Name (Print)	Inspector's Telephone Number	Certified Inspector's Number	Place DILHR Transfer Authorization Number Stamp Here  (on white copy only)
Date Rental Unit Certified: <span style="font-size: 2em; float: left; margin-right: 10px;">◀</span> <b>This Certificate is valid for 5 years from the date of the inspector's signature and is transferable during that period.</b>			
Inspector Signature		DILHR Transfer Authorization Number: C- _____	

SBD-7114 (R. 04/92)

Copy Distribution: White-Owner; Yellow-DILHR; Green-Inspector; Pink-Other

Doc. No.  
DILHR USE

**Rental Unit Energy Efficiency Standards**

**Waiver**

This Instrument Was Drafted By:  
Wisconsin Department of Industry  
Labor & Human Relations  
Safety & Buildings Division  
Rental Weatherization Program  
P.O. Box 7969, Madison WI 53707  
(608) 266-0671

TYPE OR PRINT USING BLACK INK

Seller's Name(s):		Rental Building Location - Street Address:	Recording Information (Leave Blank)
Street Address:		City:	County:
City:	State & Zip Code	Number of Rental Buildings on Property	Number of Rental Units on Property
Seller's Telephone Number (indicate area code):		Legal Description of Rental Unit Property (may attach a separate sheet):	
		Return To:	

**Purpose:** Section 101.122, (4) and (6) Wis. Stats., requires that a properly authorized Certificate of Compliance, Stipulation or Waiver accompany the transfer documents at the time of recordation. This process is defined in Chapter ILHR 67, Wisconsin Adm. Code. Receipt of a Certificate indicates conformance with ILHR 67.05. In lieu of the Certificate, the purchaser may accept responsibility for program compliance with either a Stipulation under ILHR 67.08(3), or a Waiver under ILHR 67.08(2).

**Waiver:** The seller of the residential rental building may present to the Register of Deeds this Waiver signed by the purchaser and validated (See Instructions below), stating that the new residential rental building owner will demolish the building no later than two years after the date of transfer. The date of transfer is the date this Waiver is validated below by an agency official, unless documentation of another date is provided to DILHR.

**Instructions:** To receive a Waiver, the seller of the residential rental building must provide the seller and purchaser information requested above, as well as have the purchaser sign the applicable signature/address block below. The Waiver must then be submitted to DILHR, or a DILHR Agent for validation (Contact DILHR for a list of Agents). If there is not an authorized DILHR Agent in your area, the Waiver and \$50.00 nonrefundable filing fee (do not send cash) should be sent to DILHR, Rental Weatherization Program, P.O. Box 7969, Madison, WI 53707. Make sure the check is made payable to DILHR, and that it accompanies this Waiver application. The DILHR validated Waiver Agreement will be returned to the purchaser unless another party is designated in writing.

This document is valid only if no previous Stipulation or Waiver is currently on file for this property.

**WAIVER AGREEMENT**

(WW)

In lieu of meeting the Rental Unit Energy Efficiency Certificate requirements, I (we) agree to notify the Department of Industry, Labor and Human Relations (DILHR) of the above described rental unit's demolition. Demolition shall occur within two years of the effective date of transfer. Upon demolition I (we) shall notify DILHR, at the above address, of the date the building was demolished. This action is required in specific accordance with ILHR 67.08(2), ILHR 67.13(3) and Wisconsin Statutes 101.122.

Print Purchaser's Name(s):		Purchaser's Signature(s):		Date Signed:
Purchaser's Street Address:		Purchaser's City, State & Zip Code		Purchaser's Telephone Number (include area code)
Validated By:	<input type="checkbox"/> DILHR <input type="checkbox"/> DILHR Agent <input type="checkbox"/> Authorized Municipality	Date Validated:	Expiration Date (add two (2) years to Date Validated):	Place Blue DILHR Transfer Authorization Number Stamp Here On White Copy
Auth. or Tax Rev. #		Official's Signature Number from Stamp Here:	Enter DILHR Transfer Authorization:	
Municipality/County Name:		Office of:	W - _____	

**TRANSFER OF WAIVER**

If the above described residential rental building(s) is transferred within two years of the validation date of this Waiver and before the residential rental has been demolished in compliance with ILHR 67, the new purchaser must sign below and forward a copy of this document to DILHR. By signing below, the new purchaser accepts the compliance responsibility for this Waiver, thus requiring the above described rental building's demolition before the expiration date given above.

Print New Purchaser's Name(s):		New Purchaser's Signature(s):		Date Signed:
New Purchaser's Street Address:		City, State & Zip Code:		Telephone Number (include area code):

SBD-7116 (R. 08/93)



Copy distribution: White - For Recordation; Yellow - DILHR; Green - Municipality/Inspector; Pink - Seller(s)

Doc. No.  
 DILHR USE

## Rental Unit Energy Efficiency Standards Stipulation

This Instrument Was Drafted By:  
 Wisconsin Department of Industry,  
 Labor and Human Relations  
 Safety & Buildings Division  
 Rental Weatherization Program  
 P.O. Box 7969, Madison, WI 53707  
 (608) 266-0671

TYPE OR PRINT USING **BLACK INK** Personal information you provide may be used for secondary purposes [Privacy Law, s. 1504 (1)(m)].

<b>Seller's Name(s):</b>	<b>Rental Building Location - Street Address:</b>	<b>Recording Information (Leave Blank)</b>
<b>Street Address:</b>	<b>City:</b>	
<b>City:</b>	<b>State &amp; Zip Code:</b>	
<b>Seller's Telephone Number (Include area code):</b>	<b>Number of Rental Buildings on Property:</b>	<b>Number of Rental Units on Property:</b>
<b>Legal Description of Rental Unit Property (may attach separate sheet):</b>		
<b>Return To:</b>		

**PURPOSE:** Section 101.122(4) and (6), Wis. Stats. requires that a property authorized Certificate of Compliance, Stipulation or Waiver accompany the transfer documents at the time of recordation. This process is further explained in chapter ILHR 67.08 and 67.10, Wisconsin Administrative Code. Receipt of a Certificate of Compliance from a currently licensed inspector is proof of conformance with energy conservation standards of ILHR 67.05. In lieu of the Certificate of Compliance, the purchaser may accept responsibility for future conformance with either Stipulation or Waiver.

**USE:** The purchaser of a residential rental building shall present this properly validated Stipulation to the Register of Deeds at the time the transfer is to be recorded. This indicates the building is subject to the Rental Weatherization Rules, and that the new owner will bring it into compliance with energy standards within ONE (1) YEAR following the transfer.

**INSTRUCTIONS:** The purchaser(s) should complete all entries down through the Stipulation Agreement to include purchaser's signature/address block. The Stipulation must then be submitted to DILHR in Madison or to DILHR agent for validation (contact DILHR for location of nearest DILHR agent). When submitting for validation to DILHR, send all copies of completed form plus \$50.00 nonrefundable filing fee. Do not send cash; make check payable to DILHR, and mail to: DILHR, Rental Weatherization Program, P.O. Box 7969, Madison, WI 53707. After validation, copies will be returned to purchaser unless another party is designated in writing.

**BUILDING WITH EXISTING LEASE:** The purchaser of a building with 4 units or less who intends to owner-occupy, but is unable to do so within 60 days of the transfer due to an existing lease, is required to take out a Stipulation. DILHR will cancel the Stipulation after confirming that the owner has occupied one of the units. Written notification to DILHR of owner-occupancy is required. DILHR will confirm cancellation in writing.

This document is valid only if no previous Stipulation or Waiver is currently on file for this property.

### STIPULATION AGREEMENT

(WS)

(in accordance with ILHR 67.08(3), ILHR 67.13(4) and Wisconsin Statutes 101.122)

I (we) accept all responsibility to bring the above described residential rental building into compliance with energy conservation standards of ILHR Chapter 67 no later than ONE (1) year from the date of validation.

<b>Print Purchaser's Name(s):</b>		<b>Purchaser's Signature(s):</b>		<b>Date Signed:</b>
<b>Purchaser's Street Address:</b>		<b>Purchaser's City, State &amp; Zip Code:</b>		<b>Purchaser's Telephone Number (include area code):</b> ( )
<b>Validated By:</b>	<input type="checkbox"/> DILHR <input type="checkbox"/> DILHR Agent <input type="checkbox"/> Authorized Municipality	<b>Date Validated:</b>	<b>Expiration Date (add one (1) year to date validated):</b>	<b>Place Yellow DILHR Transfer Authorization Number Stamp Here On White Copy</b>
<b>Print Official's Name:</b>		<b>Official's Signature:</b>	<b>Enter DILHR Transfer Authorization Number From Stamp Here:</b>	
<b>Municipality/County Name:</b>		<b>Office of:</b>	S- _____	

### TRANSFER OF STIPULATION

If the above described residential rental Building(s) is transferred within one year of the validation date of this Stipulation and before the residential rental building has been certified as being in compliance with ILHR 67, the new purchaser must sign below and forward a copy of this document to DILHR. By signing below, the new purchaser accepts the compliance responsibility to this Stipulation, **THUS REQUIRING CODE COMPLIANCE BEFORE THE EXPIRATION DATE GIVEN ABOVE.** Transfer of the property after expiration date is not valid without conformance to energy standards.

<b>Print New Purchaser's Name(s):</b>		<b>New Purchaser's Signature(s):</b>		<b>Date Signed:</b>
<b>New Purchaser's Street Address:</b>		<b>City, State &amp; Zip Code:</b>		<b>Telephone Number (include area code):</b> ( )

SBDB-7115 (R. 12/94)

Copy Distribution: White-For Recordation; Yellow-DILHR; Green-DILHR Agent