APPENDIX D: CONFLICT OF INTEREST DISCLOSURE FORM 
FOR THE LEED FOR HOMES PROGRAM

Information on the LEED for Homes Project

For project located at: __________________________________________________________
City: __________________________ State: __________________________

For any project where the Verification Team performs any of the services wherein Conflict of Interest Disclosure is required, as described in Section 7 of the LEED for Homes Quality Assurance Manual, the COI disclosure form below must be completed. A copy of the COI disclosure form must be submitted to:

- The Principle Contact of the Project Team (prior to any verification services being performed)
- GBCI (with certification submittal), and
- The homeowner (in the LEED for Homes Operation and Maintenance Manual and with the LEED for Homes Certification Certificate).

Before completing this form, read the Conflicts of Interest Policies and Procedures for the LEED for Homes Program thoroughly, included in Section 7 of the LEED for Homes Quality Assurance Manual.

Check the applicable disclosure(s) for the services classified as Conflicted below:

[ ] 1. At least one member of the Verification Team has provided consulting services for this home that are unrelated to required third-party verification required by GBCI for the LEED for Homes Rating System.

- A. Providing feedback on Project Team’s contracts with other subcontractors, scopes of work, and plans (not including feedback on design measures)
- B. Permitting services support
- C. Other (specify) _____________________

[ ] 2. At least one member of the Verification Team is paid directly or indirectly by the electric and/or natural gas utility serving this home.

[ ] 3. At least one member of the Verification Team is providing verification services without charge (voluntarily) to the Project Team.

[ ] 4. At least one member of the LEED for Homes Provider Organization (other than those actively serving on the Verification Team) or a member of the same organization that employs any other active member of the Verification Team provided services to this project that are in the list of the Section 7.1.3 Prohibited Services

- A. Design support services related to the LEED for Homes Program, including:
  - Specifying products,
  - Creating drawing, details, or specifications, and
  - Performing design-related calculations, other than energy modeling.
☐ B. Designing / specifying the durability-related measures.
☐ C. Selling any product that will be installed in the LEED for Homes project.
☐ D. Installation services of any product in the project.
☐ E. Construction services of any kind
☐ F. Acting as responsible party / signing any Accountability Form.
☐ G. Involvement in financing, sale, or purchase of the project.

If you have checked any box under 4. above, please describe the nature of the service provided:

_________________________________________  ________________________
LEED for Homes Green Rater’s (or Energy Rater’s) Printed Name  Date

Note: Members of the Verification Team are prohibited from delivering any design and/or construction related (i.e., installation) services to this project.

[ ] 5. Other. Check this option if there is any other potential conflict of interest, or perceived conflict of interest, that pertains to the Verification Team and is not addressed above. Explain circumstance and involved Verification Team member(s) here.

I hereby attest that the above information is true and correct to the best of my knowledge. As a LEED for Homes Green Rater, I hereby agree to abide by the rating quality control provisions of GBCI. While I acknowledge the conflict of interest described above, I hereby affirm that this did not affect the overall quality or integrity of the LEED for Homes verification for this project.

_________________________________________  ________________________
LEED for Homes Green Rater’s (or Energy Rater’s) Printed Name  Date

I hereby attest that the above information is true and correct to the best of my knowledge. As a LEED for Homes Quality Assurance Designee, I hereby agree to abide by the rating quality assurance policy of USGBC. While I acknowledge the conflict of interest described above, I hereby affirm that this did not affect the overall quality or integrity of the LEED for Homes Rating for this project.

_________________________________________  ________________________
Quality Assurance Designee’s Printed Name  Date