Homeowner Reconstruction Rehabilitation Document Checklist

All applicants must submit the following items with their application:

- **Identification:** Must submit one of the following
  - Government-Issued Photo Identification (Federal or Territory issued)
  - Driver's license
  - Passport
  - Military I.D. Card
  - Naturalization Certificate or Permanent Resident Card

- **Proof of Date of Birth:** Must submit one of the following for all household members
  - Birth certificate
  - Passport
  - Voter's identification
  - Driver's license
  - Vaccination/medical records
  - School records
  - Tax forms
  - Government-Issued Photo Identification
  - Permanent Resident Card
  - SNAP Benefit Letter (Must Include Ages of Children)
  - Medical Card with Name and Date of Birth

- **Proof of Primary Residence:** Must submit one of the following
  - 2017 tax records demonstrating homestead exemption for the property
  - Voter registration records submitted together with valid driver's license (unexpired as of date of application) matching the name and address on the program application.
  - Current driver's license or Virgin Island issued Identification card showing the damaged address and dated during the disaster time period.
  - Government Benefits received at least one month between the three months before or after the qualifying storm (Social Security, Medicare, Medicaid, WIC, Unemployment, Low-Income Energy Assistance Program (LIEAP))
o Vehicle Registration or Renewal for the impacted year or Certificate of Title issued for vehicle in impacted year with applicant’s name and damaged property address listed.
o Insurance documentation indicating the insured property matching the damaged property address as the primary residence.
o Employer Statement addressed to the Applicant at the Damaged Address and dated during the disaster time (Paystubs or similar document)

❐ **Proof of Ownership or Ownership Interest:**
*Note: if the land is leased, must submit a copy of the lease agreement*

- Ownership: Must submit one of the following
  - Property Tax showing Homestead Tax Credit
  - Deed or official record for the home
  - Bill of Sale
  - Mortgage payment book or other mortgage document
  - Real property insurance policy
  - Property tax receipts or tax bill

- Alternative forms of ownership documentation may be considered
  - Life Estate Deed
  - Probated Will\Court Order\Judgment
  - Divorce Decree
  - Contract for Sale/Deed (Rent to Own)
  - Trust

- Ownership Interest Must submit deed and death certificate with the Heirship Affidavit form that will be provided by your program counselor

❐ **Proof of Disaster Damage:** *Must submit one of the following*

- FEMA Award Letter (Approved or Denied)
o SBA Letter (Approved or Denied)
o Insurance Claim
o NFIP Proceeds
o Photos of Damaged Home
**Income Documentation**: Must submit one of the following for all household members over the age of 18. **Note**: If you or any household member over the age of 18 does not receive income, a No Income Verification form must be signed by the household member and submitted—this form will be provided by your program counselor.

- 2018 Federal Income Tax Return
- Wages—Three paystubs from most recent 90-day period prior to date of application (they do not need to be consecutive unless pay frequency is monthly).
- Retirement/Social Security: Current Social Security Benefits letter (including benefits paid to minors), Current Pension/Retirement Benefit letter (if applicable), or prior year 1099, Current Annuity Payment letter (if applicable), or prior year 1099.
- Self-Employment Income: Most recent tax return (1040 or 1040 A) or Current year profit and loss statement.
- Rental Income: Current lease agreements.
- Unemployment Benefits: Current benefit letter with gross benefit amount.
- Court Ordered Alimony/Spousal Maintenance: Copy of court order documentation.
- Taxable Interest and Dividends (including amounts received by, or on behalf of minors): Most recent statement or prior year 1099.
- Documentation for other less common types of income that may be taxable at the federal level.
- Letter from Employer if you receive cash income only stating average hours per week worked and hourly amount paid.

**If you received Assistance from FEMA**

- FEMA Letter with the dollar amount of the assistance you received (if available).
- SBA Letter with the dollar amount of the assistance you received (if available).

**If you had homeowner's insurance coverage in September 2017**

- Policy declaration page showing property address, dates of coverage, policy number, and contact information for Insurance carrier.

**If you have a Power of Attorney for a Homeowner and are acting on their behalf**

- Properly executed Power of Attorney document for homeowner.

**If you would like someone to have access to certain information regarding your application, such as application status**

- A letter naming the communication designee with their complete name, telephone number, and physical address.