



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
- Passport
- 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

- o 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
- o 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
- o 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

- o 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*
 - o 2018 Federal Income Tax Return
 - o 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).
 - o 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
 - o Self-Employment Income: Most recent tax return (1040 or 1040 A) or Current year profit and loss statement
 - o Rental Income: Current lease agreements
 - o Unemployment Benefits: Current benefit letter with gross benefit amount
 - o Court Ordered Alimony/Spousal Maintenance: Copy of court order documentation
 - o Taxable Interest and Dividends (including amounts received by, or on behalf of minors): Most recent statement or prior year 1099
 - o Documentation for other less common types of income that may be taxable at the federal level
 - o 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**
 - o FEMA Letter with the dollar amount of the assistance you received (if available)
If you received Assistance from SBA
 - o SBA Letter with the dollar amount of the assistance you received (If available)

- If you had homeowner's insurance coverage in September 2017**
 - o 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**
 - o 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**
 - o A letter naming the communication designee with their complete name, telephone number, and physical address