



Rental Reconstruction Rehabilitation Document Checklist

All applicants must submit the following items with their application:

Identification: *Must submit one of the following:*

- o Government-Issued Photo Identification (Federal or Territory issued)
- o Driver's license
- o Passport
- o Military I.D. Card
- o Naturalization Certificate or Permanent Resident Card

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:

- ▶ Deed or official record for the property
- ▶ Rental property mortgagee documents
- ▶ Real property insurance policy
- ▶ Property tax receipts or bill
- ▶ Life Estate Deed
- ▶ Probated Will/Court Ordered/Judgment granting applicant an ownership interest in the damaged property
- ▶ Divorce Decree
- ▶ Trust - Complete trust document
- ▶ LLP/Corporation- Articles of Partnership/Corporation with principles identified
- ▶ Other documentation that will be reviewed and considered on a case-by-case basis

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

Proof of rental at the time of the storms: *Must submit one of the following:*

- o Lease agreement
- o Business license
- o Tenant's renters insurance
- o 2017 Income tax return with schedule E attached



If you received Assistance from FEMA and/or SBA

- 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 Landlord 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