

Government-issued photo identification for applicant(s)

- Driver's license, state-issued ID, or U.S. passport

Income information for all adult household members (18 years or older) if applicant self-attests to LMI (One of the following):

- 2017 or 2018 tax returns (1040) signed and submitted
 - If 2018 tax return has not been filed, applicant may submit 2018 W2.
- Salary/wage: (last 3 months of pay stubs OR signed statement from employer stating wage and frequency of payment)
- Benefits: social security or disability, retirement, SSA, TANF, pension, or annuity (current letter of benefits should include benefit amount)
- Unemployment income: current letter of benefits or printouts (should include benefit amount)

Proof of disability (if a household member is disabled) (One of the following):

- Mobility-impaired ID card
- Letter from doctor stating homeowner qualifies as disabled
- Verification of Disability form (request form from case manager)
- Letter showing Social Security Disability Insurance

Proof of ownership

If we are unable to verify ownership per the 2016 tax rolls, you may be required to provide one (1) of the following:

- Current Ownership – 2018 Property Tax Record
- Proof of Ownership at time of Storm Event(s) – 2016 Property Tax Record
- Warranty deed
- Fee simple title
- 99-year leasehold interest as the lessee
- Life estate/Trusts/Usufruct
- Court order/Judgment/Succession/Affidavit of Small Estates
- Proof of mortgage - *(Can only be used in conjunction with other ownership documents - must be dated at the time of the storm)*
- Act of Donation

Proof of primary residency/occupancy

If a homeowner has a homestead tax exemption for the 2016 tax year, it is not necessary to provide additional documentation as proof of occupancy/primary residency. If not:

All records must be from the month preceding or month of the flood event for which the homeowner is applying for assistance

(March or August 2016) and must match the name and damaged property address on the RLHP application.

Acceptable documentation includes one of the following:

- 2016 tax records demonstrating homestead exemption for the property of application
- Copy of utility bill (electric, gas, water, trash, sewage, cable or landline phone bill) showing sufficient usage
- Letter from electric, gas, water, sewage, cable or landline phone company attesting to sufficient usage
- Voter registration records
- Copy of credit card bill
- Bank statement
- Homeowner's insurance policy (declarations page)

Proof of clear title

- If property has any existing liens or mortgages, please provide documents showing that these have been closed out if possible.

Mobile Home Ownership Documents

- Certificate of Title
- Bill of Sale
- Certificate of Registration
- Homestead Exemption
- Mobile Home Cash Deed (with 3rd party verification dated prior to the flood event)

DOCUMENTS THAT MAY BE REQUIRED AT CLOSING

- Government-Issued ID for Owner/Occupants
- Proof of Current Flood Insurance and elevation certificate (applicants moving to SFHA in elevated home)
- Escrow Check for Applicants with Homeowner Responsibility