

**PLEASE PROVIDE ALL APPLICABLE DOCUMENTS LISTED BELOW TO ENSURE THAT YOUR APPLICATION WILL BE PROCESSED IN AN EXPEDITED MANNER**

- Completed Buyout /Acquisition
- Driver's license, state-issued ID, or U.S. passport.
- Current tax returns (1040) signed and submitted (If 2020 tax return has not been filed, applicant may submit 2020 W2.) or applicable tax return at the time of application.
- 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).
- Child support documentation (If applicable).
  - Deed in applicant's name, OR
  - Fee simple title (if deed or title cannot be provided, your case manager will work with you to identify other methods of verifying ownership).
  - Property tax records demonstrating homestead exemption for the property of application, OR
  - Utility bill in the applicant's name at the time of the disaster event. (if tax records or utility bills cannot be provided, your case manager will work with you to identify other methods of verifying ownership).
- Most recent mortgage statement
- Statement of Ownership and Location (SOL) documentation (If applicable)
- Copies of receipts, in applicant's name, for the home repairs that have been made to the damaged property
- FEMA Award/Denial Letter.
- Small Business Administration (SBA) Award/Denial Letter.
- Private insurance letter (If you did not have private insurance, a written, signed and dated statement indicating that you had no private insurance will be acceptable).
- Letter or announcement from an "Other" award received for the repair or replacement of your damaged home, e.g., non-profit, donation grant, etc.
- Flood Insurance Declaration with proof of active policy (if located in a Special Flood Hazard Area (SFHA)).

Note: Policy amount should be the lesser of:

  - The full insurable value of the structure as determined by the property insurer OR
  - The maximum amount available for the structure under the National Flood Insurance Program, or a successor program. The full insurable value of the structure will be based upon the Program's total project cost for the Applicant.
- Manufactured Home: proof of structure ownership (examples below):
  - Certificate of title.
  - Bill of sale.
  - Registration certificate.
  - Tax assessment (homestead exemption and state MH improvement or Manufactured House).
  - Cash deed (with 3rd party verification dated prior to the flood event).
  - Purchase agreement of new mobile home unit or bill of sale dated post-storm
- Proof of disaster damage such as photos of the home damage with a date and time stamp.