

Homeowner Assistance Program

Application Document Checklist



Texas General Land Office
Community Development and Revitalization

□ VALID PHOTO I.D. FOR APPLICANT



- Drivers License
- State-issued ID
- Passport

□ INCOME INFORMATION FOR ALL ADULT HOUSEHOLD MEMBERS (18+)

(If applicant self-attests to LMI)



- Latest tax returns (1040) signed and submitted
- 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 applicable)



- Mobility impaired ID card
- Verification of Disability form (request from case manager)
- Letter showing Social Security Disability Information

□ PROOF OF OWNERSHIP (1 of the following)



- Property Tax Records
- Warranty Deed
- Fee simple title
- 99-year leasehold interest as leasee
- Life estate/Trusts/Usufruct
- Court order/Affidavit/Succession
- Proof of mortgage
- Act of donation

□ PROOF OF PRIMARY RESIDENCY/OCCUPANCY

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

All records must be from the month preceding or month of the event for which the homeowner is applying for assistance and must match the name and damaged property address on the application.



- 2017 tax records demonstrating homestead exemption for the property of application
- Letter from company (electric, phone, water, etc.)
- Voter registration records
- Copy of credit card bill
- Bank Statement/Homeowners insurance policy (declarations page)

□ PROOF OF FLOOD INSURANCE CLAIM PAYMENT

(If applicable)



If a homeowner had flood insurance at the time of the flood event, he/she should provide a copy of the claim summary (outlining structural payments vs. contents) including the date of the claim, homeowner name, damaged residence address, and net claim amount.



- Proof of flood insurance at time of disaster

□ MANUFACTURED HOUSING UNIT DOCUMENTATION



- Proof of structure ownership (examples):
 - Statement of Owner and Location (SOL)
 - Bill of Sale
 - Registration certificate
 - Tax assessment (homestead exception and state MH improvement or Manufactured House)
 - Cash deed, or contract of deed, with 3rd party verification dated prior to the disaster event

□ FLOOD ZONE DOCUMENTATION

(If located in a Special Flood Hazard Area)



- Flood Insurance Declaration with proof of active policy:
 - Policy amount should be the lesser of:
 1. The fully insurable value of the structure as determined by the property insurer
- OR**
- 2. The maximum amount available for the structure under the National Flood Insurance Program
- Elevation Certificate that proves two feet above Advisory BaseFlood Elevation (if local ordinance requires elevation and/or determined substantially damaged or will be substantially improved or reconstructed)

IF ELIGIBLE, THE FOLLOWING DOCUMENTS MAY BE NEEDED FOR PARTICIPATION IN THE PROGRAM:

- Government-Issued ID for Owner/Occupants
- Proof of Current Flood Insurance (applicants in Flood Zone)
- Power of Attorney
- Income Documentation for Phases 3-6 applicants (neither elderly/disabled, not eligible for Presumed SBA Hardship)
- Completion of Program Forms
- Current Child Support Payment
- Current statement showing Property Taxes are current

Homeowner Reimbursement Program

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□ ITEMS BY PROGRAMS



- Copy of photos showing damage to the home as a result of the disaster event
- Copy of receipts, in the applicant's name, for the home repairs that have been made to the damage property as a result of the disaster event
- Financial documentation regarding the method of payment used for the repairs/replacement of the damages to the home
- Documentation that work was performed (photos, contractor work completion documentation, self-certification, and certificate of occupancy, if applicable).

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