



Detailed Checklist

Receipt of Required Documents

North Carolina Housing Recovery Program

Yellow Highlight indicates required to move into Step 2: Eligibility.

Green Highlight indicates not required to move to Step 2 Eligibility.

These items will be required from the applicant prior to entering into any grant agreement and/or receiving funding.

Proof of Primary Residency or Year-Round Tenancy at the time of the Disaster October 8, 2016:

Primary Residence at the time of the disaster (must show the applicant's name(s), date issued, and the damaged property address: Preferable documents including but not limited to one of the following from one of the owner applicants who resided in the home at the time of the disaster:

- 2015 Tax Return
- 2015 Tax return Transcript
- Vehicle Registration or Renewal for 2016 but prior to October 8, 2016
- Certificate of title for Vehicle Issued in 2016 but prior to October 8, 2016 or

Receipt of government benefits at least one month between September 8, 2016 and October 8, 2016 including but not limited to:

- Social Security (all types)
- Temporary Assistance for Needy Families (TANF)
- Medicare
- North Carolina State Supplemental Nutrition or Woman, Infants and Children (WIC)
- North Carolina Unemployment Insurance
- Other documents from a government or commerce source which would tend to show applicant resided at the address listed on the application on October 8, 2016 as their Primary Residence. Non-standard documentation is subject to review and approval by the North Carolina Division of Emergency Management.

Proof of Ownership (one required)

- Property Deed
- Manufactured Home Title
- Other _____



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Other Property Related Documents

- Proof the owner is current on mortgage
- Verification property taxes are current

Proof of Identity, Citizenship or Qualified Status:

Required for only one owner applicant/who showed proof of living in the home at the time of the disaster: The Program is required to document the lawful presence of one owner applicant household member, who resided in the damage home at the time of the October 8, 2016 disaster.

- A completed Declaration of Section 214 Status. **Lawful Presence Acceptable Documentation:** Requires a photocopy of an approved residency document(s). Acceptable documentation includes, but is not limited to, the following:

Requires that one item from the list below is provided by one owner/applicant who resided in the home at the time of the October 8, 2016 disaster:

- US Birth Certificate or US Passport, or US Citizen Identification Card (I-197) or Certificate of Naturalization (N-550 or N-570) or Certificate of Citizenship (N-560 or N-561)
- or**

If the owner/applicant cannot provide one of the above documents, then submit a document from both 1 and 2 below:

- 1) Copy of Driver's License or State issued photo ID; **AND**
- 2) Social Security card

Proof of Household Income

Copy of the most recent 2017 federal tax returns for all household members, including any amended returns. For applications received between 04/16/2018 until 12/31/2018 the 2017 tax return is required. If a household has filed for an extension, the 2016 taxes plus a copy of the IRS's approval for an extension is required.

Verification that the federal tax returns have been filed and accepted by the IRS. Verification can include:

- ◆ 1040 transcript of tax return.
- ◆ Proof of refund received that matches the 1040



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- ◆ Proof of taxes paid that match the 1040

For household members not required to file federal taxes or for households with income that has increased more than 20% over the most recent adjusted gross income:

Current and consecutive check stubs for 3 months, examples based on your type of paycheck are as follows:

1. Persons getting paid weekly are paid 52 weeks a year. 3 months =12 consecutive paychecks.
2. Persons getting paid bi-weekly are paid 26 weeks a year. 3 months =6 consecutive paychecks.
3. Persons getting paid bi-monthly are paid 24 weeks a year. 3 months =6 consecutive paychecks.
4. Person getting paid monthly are paid 12 times a year. 3 months = 3 consecutive paychecks.

- Pension statement showing current monthly or yearly gross amount received.
- Social Security Statement or most recent Form 1099.
- Unemployment benefits statement.
- Affidavit of Zero Income if the household member does not have any income. Supplied at intake
- Any other income not listed.

Provide Receipt of Documentation of Funding Received

FEMA (registration number, structural damage award and amounts). A printout of your FEMA account. Instructions for creating your online account are included with this application (page). Documentation must tie your name to your FEMA registration number (e.g., copy of FEMA application or correspondence to you from FEMA).

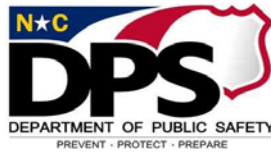
Small Business Administration (SBA loan denial, approved/received, amount, and application number)

Flood Insurance NFIP

- ◆ Copy of flood insurance policy at time of disaster and present
- ◆ Declaration Page (flood insurance coverage-contents and/or structure)
- ◆ Filed insurance claim, amounts received, deductibles, and lawsuits



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[Provide Receipt of Documentation of Funding Received Continued]

Homeowner's Insurance

- ◆ Copy of homeowner's insurance policy at the time of disaster and a current policy
- ◆ Declaration Page (homeowner's coverage-hazards, wind, content, etc.)
- ◆ Filed insurance claim, amount received, deductible amount, lawsuits

Declare Other Assistance Received examples include:

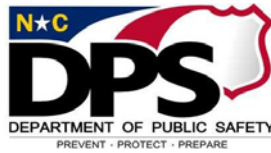
- ◆ Funds from faith based organizations (Church, Synagogues, mosques, and these organizations)
- ◆ Funds from the Red Cross
- ◆ Others Local, Organizations and Non-Profit Support

Required to sign forms that include:

- Signed and completed Income Self-Certification
- Signed the Confirmation Receipt received a Lead-Based Paint pamphlet.
- Signed and completed Duplication of Benefits Certification.
- Signed and completed Consent to Release Form.
- Signed and completed Guidance to Property Owners.
- Signed and completed Affidavit of Zero Income (if applicable)
- Signed and completed N.C. Income Tax Affidavit Form (if applicable)
- Signed and completed Right of Entry Permit.
- Signed and completed Acknowledgement of Limited Availability of Funding.
- Affidavit of No Insurance (if applicable)



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If Repairs were made to your home and you want to be Reimbursed for these expenses

- Documentation showing any repair work completed and paid for with FEMA, SBA, homeowner insurance, or any other financial assistance for repairs to the damaged home by October 8, 2017 disaster.
- If requesting reimbursement for repairs paid for by your funds, provide documentation of the cost of the repairs and that the work has been paid in-full.

I am responsible for providing all documentation needed to determine my household eligibility and will cooperate by providing any additional supportive documentation as requested.

Signature Applicant/Owner Occupant

Date

All documents Received

Date



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