



REQUIRED DOCUMENT CHECKLIST

SIGNED AND COMPLETED PROGRAM FORMS

Call 833-ASK-RBNC (833-275-7262) or email ask-rbnc@rebuild.nc.gov to find out if you are eligible to apply for the ReBuild NC Strategic Buyout Program (SBP) and to request copies of the application and program forms.

- PROGRAM APPLICATION**
Must be completed, dated, and signed by the applicant applying for assistance for the damaged property. The applicant must own the damaged property. An application can have an applicant and a co-applicant. The co-applicant must also own the damaged property and will have to sign all program forms.

- CONSENT TO RELEASE FORM**
Must be completed by all applicants to allow ReBuild NC permission to receive information from third-party organizations about the damaged property, and permission to provide information to non-applicant owners or other organizations, as deemed necessary by the program.

- INDIVIDUAL PROPERTY SURVEY FORM**
Must be completed by all applicants to provide the program details about the damaged property.

- INSURANCE CERTIFICATION AND DISCLOSURE FORM**
Must be completed by all applicants. If the applicant did not have any type of active insurance coverage (homeowner's, flood, or other) on the damaged property at the time of either Hurricane Matthew and/or Hurricane Florence, please indicate on this form.

- RIGHT OF ENTRY PERMIT**
Must be completed by all applicants to allow ReBuild NC permission to enter the damaged property.

- STOP CONSTRUCTION NOTICE**
Must be completed by all applicants to acknowledge the federal requirements to stop any construction activities on the damaged property after applying to the program.

- OWNERSHIP FORM**
Must be completed by all applicants to allow ReBuild NC to determine all current owners of the damaged property.

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CERTIFICATION OF GENERAL COMPLIANCE (IF APPLICABLE)

Must be completed by all business property owners to certify that you are not disbarred and are eligible for federal dollars. This certification must be submitted if the owning entity is a corporation, partnership, non-profit, limited liability corp (LLC), or limited liability partnership (LLP).

COMMUNICATION DESIGNEE FORM (IF APPLICABLE)

Applicants and co-applicants may use this form to authorize a third party that may obtain information about their program status in person, by phone, by email, and/or by mail. This form does not grant designated third-party authority to make decisions or to sign any programmatic documents on behalf of the applicant.

INCOME CERTIFICATION AND DISCLOSURE FORM (IF APPLICABLE)

If the damaged property was owner-occupied at the time of the qualifying event or is currently owner-occupied, this form must be completed by all current adult household members in addition to providing separate income documentation.

SUPPORTING DOCUMENTATION

Identity and Ownership

Copies of the following documentation must be submitted with the completed, signed application, and all required forms for the application to move forward.

PROOF OF IDENTITY (ONE OF THE FOLLOWING)

- Driver’s License
- State-issued ID
- U.S. Passport
- Military ID Card

PROOF OF QUALIFIED CITIZENSHIP STATUS (ONE OF THE FOLLOWING)

NOTE: *To be eligible, the applicant, co-applicant or their minor child/ward who resides in the household must be a U.S. Citizen, non-citizen U.S. National or a qualified alien. If the damaged property is owned by a business entity, the owner or principal of that entity must also meet this requirement. The most common documentation that proves eligible status is listed below. If you have questions about required documentation to meet this eligibility criteria, call 833-ASK-RBNC (833-275-7262) or email ask-rbnc@rebuild.nc.gov to speak to a program representative.*

- U.S. Passport
- U.S. Passport Card
- Original or certified copy of Birth Certificate
- Original Certificate of Naturalization
- Original Certificate of Citizenship
- Permanent Resident Card or “Green Card” (I-551)
- Temporary I-551 stamp on form I-94/I-94A or on a foreign passport
- Machine Readable Immigrant Visa with temporary I-551 language
- Reentry Permit (I-327)
- Arrival/Departure Record (I-94) (showing stamp for admission as LPR)
- Arrival/Departure Record (I-94) in foreign passport (showing stamp for admission as LPR)
- Original or certified copy of Birth Certificate from American Samoa or Swains Islands

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PROOF OF OWNERSHIP (ONE OF THE FOLLOWING)

Single-family homes, modular homes, duplexes, tri-plex, condos/townhomes, vacant lots, non-residential property:

- General Warranty Deed
- Court-order Deed
- Commissioner’s Deed
- Specialty Warranty Deed
- Quit Claim Deed
- Bargain and Sale Deed
- Deed of Trust
- General Non-warranty Deed
- Other Deed
- Mortgage
- Tax Card

Manufactured housing units (mobile homes):

NOTE: Both land and structure must be owned by the same entity to be eligible for the SBP.

- Deed (if land is owned)
- Certification of Title
- Property Tax Card (if manufactured home is immobilized)
- Executed Purchase Agreement
- Registration of Mobile Home Unit
- Bill of Sale
- Manufactured home loan mortgage agreement

HEIRSHIP (IF APPLICABLE)

If applicable for any structure type, a copy of the Life Estate Deed, Trust Document, or Death Certificate for any deceased person(s) listed on the last recorded deed, or Last Will and Testament for deceased owner(s) (probated and recorded). If the Last Will and Testament cannot be provided for any deceased owner(s), the Family Tree Questionnaire will be required.

SUPPORTING DOCUMENTATION

Financial Liens

PROPERTY TAXES

Documentation such as tax records or tax bills, must be provided to show whether the property taxes are up to date. Please note that any owed property taxes will have to be paid off at or before the closing of the damaged property for the application to be eligible.

MORTGAGE STATEMENT (IF APPLICABLE)

If the damaged property currently has a mortgage, please provide a copy of a recent mortgage statement for the deed on the damaged property. Please note that the mortgage will have to be paid off at or before the closing of the damaged property for the application to be eligible.

SMALL BUSINESS ADMINISTRATION (SBA) LOAN (IF APPLICABLE)

If the applicant, co-applicant or any other owner of the damaged property applied for an SBA loan as the result of the qualifying event, please provide a recent statement or letter from the SBA indicating status of the loan. If your loan application was approved by the SBA, regardless of whether you accepted the funds, you will be required to submit a Subsidized Loan Affidavit as well.

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SUPPORTING DOCUMENTATION

Insurance, Income, and Storm Damage

 PROOF OF INSURANCE (IF APPLICABLE)

If an insurance policy was active for the damaged property at the time of the disaster, please provide the following for each insurance policy (homeowner's, flood, other) that was active at the time of the disaster, in addition to completing the Insurance Certification and Disclosure Form:

- Copy of the insurance policy covering the period of the designated storm damage
- Copy of the insurance approval or denial letter for repairs due to the disaster, if applicable
- Copy of any current insurance policies on the property

 INCOME DOCUMENTATION (ONE OF THE FOLLOWING, IF APPLICABLE)

If the damaged property was owner occupied at the time of the qualifying event or is owner-occupied currently, documentation must be provided by all current household members (18 or older).

- Copy of the most recent federal tax return is required for all household members, including any amended returns. If the most recent tax return is not available, alternate proof of income will be required, for example, 1040 transcript of tax return(s), pay stubs, or Social Security award letter(s).
- The following documents are examples of approved forms of income that may be submitted if a 1040 Tax return cannot be submitted:
 - IRS Form 1099
 - Filed IRS extension request (with proof of income)
 - Three months of pay stubs by frequency of pay
 - Persons getting paid weekly = 12 consecutive paychecks
 - Persons getting paid bi-weekly = six consecutive paychecks
 - Persons getting paid monthly = three consecutive paychecks
 - Letter from employer stating annual or monthly income of employee if recently hired
 - Pension statement showing current monthly or yearly gross amount received
 - Social security statement showing current monthly or yearly gross amount received
 - Unemployment benefits statement for current three-month period
 - Certification of veterans pension and disability
 - Verification of employment from employer (if recently hired)
 - Offer letter (if recently hired)



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STORM DAMAGE DOCUMENTATION (IF APPLICABLE)

At least one of the following must be provided to verify damage to the qualifying event (Hurricane Matthew, Hurricane Florence, or both):

- Insurance estimate or claim documentation
- Federal Emergency Management Agency (FEMA) letter
- Small Business Administration (SBA) letter
- Construction permits
- Documentation from local or state governments
- Documentation of private or nonprofit relief assistance
- Photographs with dates post-disaster

NOTE: *The following properties are exempt from this requirement:*

- *Any property that was a vacant lot at the time of the storm, and still has no such structure on it at the time of application.*
- *Any property with a residential structure that was vacant (unoccupied) at the time of the storm/qualifying event, that is still vacant at application, and will remain vacant until closing.*
- *If the above applies to your property, and you are unable to verify storm damage, you will be asked to complete a Storm Damage Exemption Form instead.*

SUPPORTING DOCUMENTATION

Rental Property (if applicable)

RENTAL PROPERTY PROOF

Please provide proof that the property has been a rental property at any point from six months prior to the qualifying event and ending at time of application, in the form of:

- Copy of an executed lease indicating amount of rent, renter name, damaged property address, rental entity's name, term of lease and proof of rental payment under lease and lease; OR
- Schedule E of Form 1040, indicating single-family or multifamily as property type; OR
- If you are unable to provide a copy of an executed lease or a Schedule E, you will be required to fill out the program's Rental Property Self-Certification.



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PROOF OF AUTHORITY TO SELL THE PROPERTY

Please provide proof that the owning entity of the damaged property has authority to sell it. Please also note that the owning entity or business must be a U.S.- based business.

- For corporations: articles/certificate of incorporation, or similar plus bylaws
- For partnerships: partnership agreement
- For non-profits: articles/certificate of incorporation or articles of organization, or similar (not the irs 501(c)(3) determination) plus bylaw
- For limited liability corporations (LLC): certificate of formation, articles of organization, or similar plus operating agreement
- For limited liability partnerships (LLP): registration or certificate of limited liability partnership, limited liability partnership agreement or similar
- Other documentation, as needed, may be requested by the program in order to meet this requirement

SUPPORTING DOCUMENTATION

Incentives (if applicable)

None of the below requirements are eligibility criteria for the purchase of the damaged property, however, the program collects information at application intake to determine if an applicant is eligible for incentives during Step 5 or later.

PROOF OF PRIMARY RESIDENCY (ONE OF THE FOLLOWING)

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| • Driver’s license valid at the time of the storm | • North Carolina Unemployment Insurance |
| • Voter registration, along with valid driver’s license valid at the time of the storm | • Copy of electric, gas, water, trash, sewage, cable or landline phone bill |
| • FEMA letter showing payment received for home repairs or contents | • Letter from electric, gas, water, trash, sewage, cable or landline phone company |
| • Social Security Statement | • Copy of credit card bill sent to the damaged property for the above-defined time frame |
| • Temporary Assistance for Needy Families (TANF) | • Copy of bank statement sent to damaged property for the above-defined time frame |
| • Medicare documentation | |
| • North Carolina WIC documentation | |

PROOF OF DISASTER ASSISTANCE RECEIVED

Please provide all documentation for any disaster assistance that was received due to the qualifying event. To help identify the qualifying event for the damaged property, please visit the Buyout Zone maps on our website at rebuild.nc.gov/buyout, call 833-ASK-RBNC (833-275-7262), or email ask-rbnc@rebuild.nc.gov.

- Property insurance and/or flood insurance payments
- SBA loan award, denial, or cancellation documentation
- FEMA award or denial letters
- Other documentation may be requested by the program

