

### Income information for all adult (18 years or older) household members

- 2016 tax returns (1040) signed and submitted
  - May submit 2015 returns IF 2016 returns have not been submitted 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)
- Self-employment: 6 consecutive months of business bank statements OR 3 months of current profit and loss statements)
- Cash-only income: name and type of business, position title, gross weekly, commissions, business address
- Unemployment income: current letter of benefits or printouts (should include benefit amount)

### Proof of disability (if a household member is disabled)

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

### Proof of ownership – one (1) of the following:

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

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| <ul style="list-style-type: none"> <li>• Property tax records</li> <li>• Warranty deed</li> <li>• Fee simple title</li> <li>• 99-year leasehold interest</li> <li>• Life estate</li> </ul> | <ul style="list-style-type: none"> <li>• Probated will/court order/judgment</li> <li>• Proof of mortgage - (<i>Can only be used in conjunction with other ownership documentation</i>)</li> </ul> |
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### 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 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:*

- 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)
- Letter from electric, gas, water, sewage, cable or landline phone company
- Voter registration records
- Copy of credit card bill
- Bank statement
- Homeowner's insurance policy (declarations page)

### Proof of Private Flood Insurance (if applicable)

If a homeowner had private flood insurance at the time of the flood event, he/she should provide a copy of the claim summary, which includes the date of the claim, homeowner name, damaged residence address, and net claim amount.

### Mobile Home Unit Documentation

- Proof of structure ownership (examples below)
 

<ul style="list-style-type: none"> <li>◦ Certificate of title</li> <li>◦ Bill of sale</li> <li>◦ Registration certificate</li> </ul>	<ul style="list-style-type: none"> <li>◦ Tax assessment</li> <li>◦ Cash deed (with 3rd party verification dated prior to the flood event)</li> </ul>
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- Purchase agreement of new mobile home unit (if Solution 2; due at closing) or bill of sale dated post-storm (if Solution 3)