



Valid Photo I.D. and Proof of Citizenship or Lawful Permanent Resident Status for Applicant

- REAL ID compliant Driver License or Identification Card; **OR**
- U.S. Birth Certificate with Government Issued Photo ID, **OR**
- U.S. Passport; **OR**
- Military ID Card; **OR**
- Resident Alien Card (Green Card) or Certificate of Naturalization with Government Issued Photo ID.

Income Documentation for All Adult Household Members (18+)

- Most recent tax returns (IRS 1040, 1040A or 1040EZ) signed and submitted, **OR**
- Documentation of Income:
 - Salary/Wage:** Last three (3) months of pay stubs OR current W-2 Forms, with volume to be based on frequency of payment.
 - Benefits:** Social security or disability, retirement, SSA, TANF, pension or annuity current letter of benefits (should include benefit amount).
 - Retirement or Social Security:** Past three (3) Monthly Bank Statements, prior year 1099 form, or Current Annuity Payment letter (if applicable).
 - Self-Employment Income:** Most recent tax return (1040 or 1040A), W-2 Forms; and/or current year profit and loss statement.
 - Rental Income:** Current lease agreements.
 - Unemployment Income:** Current benefit letter with gross amount.
 - Alimony/Spousal Maintenance:** Copy of court order documentation.
 - Taxable Interest & Dividends:** Including amounts received by/on behalf of minors.
 - No Income:** Adult household members who do not earn an income will be required to submit a Certification of No Income.

Proof of All Insurance Covering the Damaged Property

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

- Homeowner's insurance policy number
- Flood insurance policy number
If an applicant is located within a Special Flood Hazard Area (SFHA) and at any time has received federal disaster relief assistance that was conditioned on the person first having obtained flood insurance under applicable federal law, then proof of flood insurance obtained after receipt of federal disaster relief assistance and a copy of the applicant's current proof of flood insurance will be required.

Proof of Ownership Documentation

Stick-Built Structures

Proof of ownership must be at the time of Hurricane Ian (September 28, 2022) and have maintained ownership to date.

- Copy of 2022 Property Tax Record (must have proof of payment/tax records)

If we are unable to verify ownership per the 2018 tax rolls, you will be required to provide one (1) of the following:

- Warranty Deed
- Fee Simple Title
- Life Estate/Trusts
- 99-year leasehold interest as lessee
- Court Order/Judgement
- Proof of mortgage - (Can only be used in conjunction with other ownership documents - must be dated at the time of the storm)
- Act of Donation



Manufactured/Mobile Home Structures

Proof of structure ownership must be at the time of Hurricane Ian (September 28, 2022) and have maintained ownership to date.

- Copy of 2022 Property Tax Record (must have proof of payment/tax records)

If we are unable to verify ownership per the 2018 tax rolls (must have homestead exemption and state mobile home improvement or manufactured house), you will be required to provide one (1) of the following:

- Certificate of title
- Bill of sale
- Registration certificate
- Cash deed (with third (3rd) party verification dated prior to Hurricane Ian event)

□ Additional Required Documentation

– If Applicable

- Households with children under the age of 18 must submit:
 - Birth certificate, U.S. Passport or state-issued ID for at least one child
- If a household member is disabled, provide one (1) of the following:
 - Social Security Disability Statement
 - Letter from doctor stating applicant qualifies as disabled
 - Verification of Disability Form (see Rebuild Florida Intake Specialist for form)
 - Disability exemption on homesteaded property per Florida Statute 196.101
- Applicant's Power of Attorney documentation

□ Proof of Damage and Benefit Information

– Provide all that apply.

- Insurance claim information
- FEMA award letter
- SBA award letter
- Certification of damage

The applicant may provide alternative evidence, such as neighborhood-level media reports, inundation maps, or documentation of damage by disaster response/relief organizations which may be accepted on a case-by-case basis.

□ Certifications and Authorizations

- Consent and Release of Personal Information Form
- Fraud Acknowledgement Regarding False or Misleading Statements Certification
- Right of Entry (ROE) Permit Form
- Release of Information
- Certification of Truthfulness
- Subrogation Agreement
- Construction Stop Work Notice
- Homeowner Responsibilities Acknowledgment
- Primary Residency Affidavit
- Conflict of Interest Disclosure