

## CDBG-DR Homeowner Rehabilitation and Reconstruction Program (HRRP)

### Application Document Checklist

*The following list provides examples of documents that an applicant will need to provide for completion of an application for the HRRP. The list is not all-inclusive and other documents may be acceptable. In addition to the documents required, completion of all programmatic forms is required. Additional documentation may be requested at any step in the application process.*

#### **Government-Issued Photo Identification**

##### **[Applicant and/or co-applicant(s)]**

- State of Georgia Driver's License
- State of Georgia Non-Driver Photo ID
- U.S. Passport

#### **Proof of Citizenship/Lawful Presence**

- Valid U.S. Birth Certificate
- U.S. Passport
- Certificate of Naturalization
- Certificate of Citizenship
- State of Georgia Driver's License with Secure ID
- State of Georgia Enhanced Non-Driver Photo ID Card
- Alien Number or I-94 Admission Number (for qualified aliens only)

#### **Income information**

##### **[All adult household members]**

- Signed/Submitted IRS Tax Return (most recently submitted Form 1040)

*In certain circumstances it may be acceptable to provide the following documents:*

- Paystubs (up to 4 from the most recent 30-day period before date of application)
- Letter from employer stating rate of pay and frequency
- Benefit Verification (Social Security Disability Insurance (SSDI), TANF, pension, annuity, etc.)
- Unemployment benefit letter (must include benefit amount and frequency)

#### **Proof of Ownership**

- Deed (Warranty, Trustee, Quit Claim, etc.)

- Fee Simple Title
- Life Estates/Trusts
- Court Order
- Act of Donation

For manufactured homes:

- Certificate of Title
- Bill of Sale
- Registration Certificate

#### **Proof of Primary Residence at the Time of the Disaster**

- 2017 Homestead Exemption
- Government-issued ID issued prior to January 2, 2017 or January 21-22, 2017 or September 11, 2017
- Utility bill showing service for 6 months prior to the respective disaster
- 2017 IRS Tax Return
- 2017 Vehicle Registration or Renewal

#### **Proof of Insurance**

- Homeowner's Insurance Declaration Page
- Flood Insurance declaration page, if applicable
- Wind Insurance declaration page, if applicable
- Verification of No Insurance (see case manager for form)

#### **Documentation of Damage**

- FEMA Letter
- SBA Letter
- Private Insurance Claim Statements
- NFIP Claim Documentation
- Private or Non-Profit Repair Assistance Documentation
- Damage Inspection Report(s)