

REQUIRED FORMS AND DOCUMENTATION

ONLINE APPLICATION DEVELOPMENT

FORMS

APPLICATION SECTION	FORM(S)	EXPLANATORY TEXT
A2: Co-Applicant	Communication Designee Form (if applicable)	<p>If a Co-Applicant is listed, the Primary Applicant must complete a Communication Designee Form granting the Co-Applicant permission to obtain information about application status in person, by phone, by email, and by mail.</p> <p>Please note: the Co-Applicant is not authorized to make any decisions on behalf of the Primary Applicant or sign any program documents unless they also hold a valid Power of Attorney.</p>
B: Eligibility Information	Right of Entry	The Primary Applicant must complete the Right of Entry Form granting the Program permission to enter the property to perform mandatory program inspections, and/or any approved rehabilitation, demolition, construction and/or replacement activities.
C: Household Members	Income Certification Certification of Zero Income (if applicable)	<p>All household members 18 years of age or older are required to complete the Income Certification Form, reporting all income sources.</p> <p>Household members 18 years or older without income must additionally complete the Certification of Zero Income certifying that they receive no income.</p>

<p>C: Power of Attorney</p>	<p>Limited Power of Attorney (if applicable)</p>	<p>The Primary Applicant who wish to grant a third party permission to obtain information about their program application status, make decisions on their behalf, and sign program documents or affidavits on their behalf should complete the Limited Power of Attorney Form in witness of a notary public.</p> <p>Individuals with an existing general or durable POA do not need to complete this form. Instead, they should provide the Program with the executed Power of Attorney document.</p>
<p>G: Other Insurance & Disaster Assistance Sources</p>	<p>Certification of No Insurance (if applicable)</p>	<p>If there was no type of active insurance policy (homeowner’s, flood, or other) covering the damaged property at the time of either Hurricane Matthew or Hurricane Florence, the Primary Applicant must complete the Certification of No Insurance.</p>
<p>Applicant Certifications</p>	<p>Consent to Release</p>	<p>In addition to the Applicant Certifications within the application, the Primary Applicant must complete the Consent to Release Form, giving ReBuild NC permission to receive information about the Primary Applicant from FEMA, SBA, insurance companies, and/or other relevant organizations.</p>
<p>End of Applicant Certifications</p>	<p>Required Document Checklist</p>	<p>In addition to a completed application, the Primary Applicant must also submit supporting documentation and forms. View the Required Document Checklist to see a complete list of all required documentation and forms.</p>

DOCUMENTS

APPLICATION SECTION	DOCUMENT TYPE	EXPLANATORY TEXT
A1: Primary Applicant	Proof of Identity	<p>One of the following documents must be provided to prove the Primary Applicant's identity:</p> <ul style="list-style-type: none"> • Driver's License • State-issued ID • U.S. Passport • Military ID Card
B: Eligibility Information	Storm Damage Documentation	<p>At least one of the following documents must be provided to verify damage from the storm event (Hurricane Matthew, Hurricane Florence, or both):</p> <ul style="list-style-type: none"> • Insurance estimate or claim documentation • FEMA letter • SBA letter • Photographs with dates post-disaster • Construction permits • Documentation from local or state governments • Documentation of private or nonprofit relief assistance • Other documentation that can show storm damage



<p>B: Eligibility Information</p>	<p>Proof of Ownership</p>	<p>One of the following documents must be provided to prove ownership of the damaged property:</p> <p>Single-family homes, modular homes, duplexes, condos/townhomes, and co-ops:</p> <ul style="list-style-type: none"> • General Warranty Deed • Specialty Warranty Deed • Quick Claim Deed • Bargain and Sale Deed • Deed of Trust Court-order Deed, Commissioner's Deed • General Non-warranty Deed • Other Deed <p>Manufactured home unit (mobile home):</p> <ul style="list-style-type: none"> • Certification of Title • Executed Purchase Agreement • Registration of Mobile Home Unit • Executed Bill of Sale • Manufactured home loan mortgage agreement (Deed of Trust) • Deed (if land is owned) • Property Tax Card (if manufactured home is immobilized)
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<p>B: Eligibility Information</p>	<p>Proof of Primary Residency</p>	<p>One of the following documents must be provided to prove the Primary Applicant occupied the damaged property as their primary residence at the time of the storm event (Hurricane Matthew, Hurricane Florence, or both):</p> <ul style="list-style-type: none"> • Tax records/bill or county assessor’s records of ownership • Driver’s license • Voter registration • FEMA letter showing payment received for home repairs or contents • Social Security Statement • Temporary Assistance for Needy Families (TANF) • Medicare documentation • North Carolina WIC documentation • North Carolina Unemployment Insurance • Tax returns
<p>B: Eligibility Information</p>	<p>Proof of Occupancy</p>	<p>One of the following documents must be provided to prove the Primary Applicant occupied the damaged property at the time of the storm event (Hurricane Matthew, Hurricane Florence, or both):</p> <ul style="list-style-type: none"> • Proof of utility service • Letter from utility service • Credit card statement (redacted) • Bank statement (redacted) • Social Security Statement • Temporary Assistance for Needy Families (TANF) • Medicare documentation • North Carolina WIC documentation • NC Unemployment Insurance

<p>C: Household Members</p>	<p>Income Documentation</p>	<p>One of the following documents must be provided for each of the household members 18 years of age or older who are reporting any type of income:</p> <ul style="list-style-type: none"> • Copy of the most recent federal tax returns • IRS Form 1040 • IRS Form 1099 • IRS Form 8879 • Filed IRS extension request (with proof of income) • Three months of pay stubs • Pension statement showing monthly or yearly gross amount • Social Security Statement • Unemployment benefits statement • Certification of Veterans Pension and Disability • Verification of employment from employer (if recently hired) • Offer letter (if recently hired)
<p>D: Damaged Property Information</p>	<p>Property Taxes</p>	<p>Documentation must be provided showing that property taxes are up to date, or that a payment plan is in place with the local municipality.</p>
<p>D: Damaged Property Information</p>	<p>Mortgage Statement (if applicable)</p>	<p>If there is a mortgage on the damaged property, a copy of the recent mortgage statement for the deed on the property must be provided showing that the homeowner is current on mortgage payments.</p>
<p>F: Homeowner's Insurance and G: Other Insurance & Disaster Assistance Sources</p>	<p>Proof of Insurance (if applicable)</p>	<p>If an insurance policy was active for the damaged property at the time of the disaster, provide the following for each insurance policy (homeowner's, flood, other) that was active at the time of the disaster:</p> <ul style="list-style-type: none"> • Copy of the insurance policy • Copy of the insurance approval or denial letter for repairs due to the disaster, if applicable

Declaration of Lawful Presence	Proof of Lawful Presence	One of the following documents must be provided to show prove a member of the Primary Applicant's household is a lawfully present in the United States: <ul style="list-style-type: none">• Social Security Card• Birth Certificate• Certificate of Naturalization• Certificate of Citizenship• U.S. Passport
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