



# Detailed Checklist

## ReBuild NC Hurricane Matthew Recovery Program Receipt of Required Documents

**Yellow Highlight** indicates required to move into Step 2: Eligibility.

**Green Highlight** indicates not required to move to Step 2 Eligibility.

These items will be required from the applicant prior to entering into any grant agreement and/or receiving funding.

### **Proof of Primary Residency or Year-Round Tenancy at the time of the Disaster October 8, 2016:**

Primary Residence at the time of the disaster (must show the applicant's name(s), date issued, and the damaged property address: Preferable documents including but not limited to one of the following from one of the owner applicants who resided in the home at the time of the disaster:

- 2015 Tax Return (signed)
- 2015 Tax return Transcript
- North Carolina Driver's License (Issued prior to the storm and valid through October 8, 2016)
- Vehicle Registration or Renewal for 2016 but prior to October 8, 2016
- Certificate of title for Vehicle Issued in 2016 but prior to October 8, 2016

Receipt of government benefits at least one month between September 8, 2016 and October 8, 2016 including but not limited to:

- Social Security (all types)
- Temporary Assistance for Needy Families (TANF)
- Medicare
- North Carolina State Supplemental Nutrition for Woman, Infants and Children (WIC)
- North Carolina Unemployment Insurance
- Other documents from a government or commerce source which would tend to show applicant resided at the address listed on the application on October 8, 2016 as their Primary Residence. Non-standard documentation is subject to review and approval by the North Carolina Division of Emergency Management.

Additional Items that can be provided to aid in establishing Primary Residence at the time of the storm are:

- Voter Registration Card from 2016 (issued prior to the storm)
- ANY FEMA letter (including denial letters) (pending outcome of review)



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- Insurance Declaration Pages for 2016 but prior to October 8, 2016
  - Homeowner's, Flood & Dwelling Fire
  - Policy effective date cover the time of the storm
  - Mailing and damaged property address must match
  - Must be in applicants' name
  - Include language to show it was occupied by the applicant
- Letter from the United States Postal Service confirming P.O. Box being registered to the damaged property address at the time of the storm.

### Proof of Ownership (one required and more may be requested)

- Property Deed
  - Fee Simple Warranty Deeds
  - Deed of gift (must be recorded)
- Title
- Mortgage
- Manufactured Home Title
- Registration of the Mobile Home (from Time of Storm)
- Notarized Bill of Sale (Mobile Home)
- Other \_\_\_\_\_

### Other Property Related Documents

- Proof the owner is current on mortgage
- Verification property taxes are current

### Proof of Identity, Citizenship or Qualified Status:

Required for only one owner applicant/who showed proof of living in the home at the time of the Hurricane Matthew: The Program is required to document the lawful presence of one owner applicant household member, who resided in the damage home at the time of the October 8, 2016 disaster.

- A completed Declaration of Section 214 Status. **Lawful Presence Acceptable Documentation:** Requires a photocopy of an approved residency document(s). Acceptable documentation includes, but is not limited to, the following:

Requires that one or item from the list below is provided by one owner/applicant who resided in the home at the time of the October 8, 2016 disaster:



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- US Passport, or US Citizen Identification Card (I-197) or Certificate of Naturalization (N-550 or N-570) or Certificate of Citizenship (N-560 or N-561)  
**or**

If the owner/applicant cannot provide one of the above documents, then submit two of the below listed documents:

- Copy of Driver's License or State issued photo ID;                   AND/OR
- Social Securitycard   AND/OR
- US Birth Certificate

### Proof of Household Income

- Copy of the most recent (2016) federal tax returns (Signed) for all household members, including any amended returns. **For applications received between 04/16/2017 until 12/31/2017 the signed 2017 tax return is required.** If a household has filed for an extension, the 2016 taxes plus a copy of the IRS's approval for a 2017 extension is required.
- Verification that the federal tax returns have been filed and accepted by the IRS. Verification can include:
- ◆ 1040 transcript of tax return
  - ◆ Proof of refund received that matches the 1040
  - ◆ Proof of taxes paid that match the 1040

### For household members not required to file federal taxes or for households with income that has changed more than 20% over the most recent adjusted gross income:

- Current and consecutive check stubs for 3 months, examples based on your type of paycheck are as follows:
1. Persons getting paid weekly are paid 52 weeks a year. 3 months =12 consecutive paychecks.
  2. Persons getting paid bi-weekly are paid 26 weeks a year. 3 months =6 consecutive paychecks.
  3. Persons getting paid bi-monthly are paid 24 weeks a year. 3 months =6 consecutive



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paychecks.

4. Person getting paid monthly are paid 12 times a year. 3 months = 3 consecutive paychecks.

- Pension statement showing current monthly or yearly gross amount received.
- Social Security Statement or most recent Form 1099.
- Social Security Disability Annual Statement
- Unemployment benefits statement.
- Retirement and/or IRA Annual Statement
- Government/Military Statement
- Affidavit of Zero Income
  - (Supplied at intake – if applicant or household member does not have any income)
- Any other income not listed.

### Provide Proof of Funding Received related to Hurricane Matthew

IF YOU RECEIVED FUNDING from the below listed agencies you will need to bring in the following:

- FEMA (registration number, structural damage award and amounts).** A printout of your FEMA account. Instructions for creating your online account are included with this application (p. 24). Documentation must tie your name to your FEMA registration number (e.g., copy of FEMA application or correspondence to you from FEMA).
  - Small Business Administration (SBA loan denial, approved/received, amount, and application number)
  - Flood Insurance NFIP
    - ◆ Copy of flood insurance policy at time of disaster and present
    - ◆ Declaration Page (flood insurance coverage-contents and/or structure)
    - ◆ Filed insurance claim, amounts received, deductibles, and lawsuits
  - Homeowner's Insurance
    - ◆ Copy of homeowner's insurance policy at the time of disaster and a current policy
    - ◆ Declaration Page (homeowner's coverage-hazards, wind, content, etc.)
    - ◆ Filed insurance claim, amount received, deductible amount, lawsuits
  - Declare Other Assistance Received examples include:**
    - ◆ Funds from faith-based organizations (Church, Synagogues, mosques, and these organizations)
    - ◆ Funds from the Red Cross



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◆ Others Local, Organizations and Non-Profit Support

**Required to sign and complete program forms that include, but are not limited to:**

Required signatures indicated in **red writing**

- Application All Owners & adult household members
- Acknowledgement of Limited Availability of Funding All Owners
- Declaration of Lawful Presence Primary Applicant/Owner
- Income Self-Certification Primary applicant and all adult household members
- 1040 Income Tax Certificate (if applicable) Adult household member(s) that did not file taxes
- Certificate of Zero Income (if applicable) Adult household member(s) with zero income
- Duplication of Benefits (DOB) Certification Primary Applicant/Owner
- Certificate of No Insurance (if applicable) Primary Applicant
- Consent to Release Form All Owners
- Guidance to Property Owners All Owners
- Right of Entry Permit All Owners
- Heirship Affidavit Proof of Ownership (if applicable)
- Reimbursement Guidance to Property Owners Primary & Co-Applicant
- Landowner Authorization Form (if applicable) All Owners
- Mortgage Release Consent Form (if applicable) All Owners
- Mortgage Verification Form (if applicable) All Owners
- Mortgage Owners Consent Form (if applicable) All Owners
- Multiple Owners Consent Form (if applicable) All Owners
- Receipt of the Lead-Safe Certified Guide to Renovate Right Primary Applicant/Owner



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## If Repairs were made to your home and you want to be Reimbursed for these expenses

- Documentation showing any repair work completed and paid for with FEMA, SBA, Homeowner’s insurance, or any other financial assistance for repairs to the damaged home by October 8, 2017 disaster.
- If requesting reimbursement for repairs paid for by your funds, provide documentation of the cost of the repairs and that the work has been paid in-full.

I am responsible for providing all documentation needed to determine my household eligibility and will cooperate by providing any additional supportive documentation as requested.

\_\_\_\_\_  
Primary Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
All documents received  
Staff Signature

\_\_\_\_\_  
Date



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## ReBuild NC Hurricane Matthew Recovery Program History/Revisions

### History/Revisions:

Version #	Date	Page(s)	Description
1	11/29/2017	5	Creation of Policy
2	8/24/2018	7	Updated: documents to be used for Primary Residency, Proof of Identity, Citizenship or Qualified Status Criteria, Added authorized signature list for all program forms



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