

*Owner-applicants must provide the following documentation at application intake. In some cases, additional documentation may be requested.*

Completed buyout application, signed and dated

Verification of identity and immigration status

- Driver's license, military ID, state-issued ID, U.S. passport, or another federal photo ID for any applicant and co-applicant

Verification of ownership

- Copy of recorded deed of trust or title of property, **AND**
- Verification that property taxes are current, **AND**
- Recent mortgage statement showing current principal loan balance

Proof of occupancy

All records must be dated between September 2016 and October 2016.

In addition, the listed names and property addresses must match the name and damaged property address on the submitted application.

- Tax record or bill **OR** County Assessor's record, **AND one of the following:**
- FEMA letter indicating award for home repairs and contents
- Bill or letter from electric, gas, water, trash, sewage, cable or landline phone provider (damaged property address must be listed as the mailing and service addresses)

Other documentation

All properties need documented damage from Hurricane Matthew, such as a(n):

- Insurance claim, **OR**
- Repair estimate, **OR**
- Other documentation verifying physical losses

In addition, please provide:

- Copy of current homeowner's insurance policy, **AND**
- Copy of flood insurance policy, if flood insurance policy is required, **AND**
- Homeowner's insurance approval or denial letter for a claim related to the flood, **AND**
- SBA award or denial letter

Copy of most recent federal tax returns (i.e., signed and dated complete Form 1040) for all household members over age 18, including any amended returns

If a Form 1040 was not provided for each household member over age 18, please have each income-attesting household member sign the *Income Certification Form*.

For household members who did not file a Form 1040 with the IRS, one of the following is required:

- Pay stubs by frequency of pay:
  - Persons getting paid weekly = 12 consecutive paychecks
  - Persons getting paid biweekly = 6 consecutive paychecks
  - Persons getting paid monthly = 3 consecutive paychecks
- Pension statement showing current monthly or yearly gross amount received
- Social Security statement showing current monthly or yearly gross amount received
- Unemployment benefits statement for current 3-month period

Signed and completed forms

- Consent to Release Form, **AND**
- Right of Entry Permit, **AND**
- Stop Construction Notice and Receipt Form, **AND**
- Individual Property Survey Form

*Los documentos del programa pueden ser traducidos al español a pedido. Se pueden pedir documentos traducidos por correo electrónico ([info@rebuild.nc.gov](mailto:info@rebuild.nc.gov)) o por teléfono (2-1-1) o a través de su administrador de casos si tiene uno asignado.*