



HURRICANE MICHAEL APPLICATION DOCUMENT CHECKLIST

HOUSING REPAIR & REPLACEMENT PROGRAM
Single-Family & Owner-Occupied Housing

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
- 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 3 months of pay stubs OR signed statement from employer stating wage and frequency of payment.
 - Benefits: Social security or disability, retirement, SSA, TANF, pension or annuity current letter of benefits (should include benefit amount).
 - Unemployment Income: current letter of benefits or printouts (should include benefit amount).

Proof of All Insurance Covering the Damaged Property

If an applicant had homeowner and or flood insurance at the time of Hurricane Michael, 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

Stick-Built Structures

Proof of ownership must be at the time of Hurricane Michael (October 10, 2018) and have maintained ownership to date.

- Copy of 2018 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 Michael (October 10, 2018) and have maintained ownership to date.

- Copy of 2018 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 3rd party verification dated prior to Hurricane Michael event)





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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

Certifications and Authorizations

- Consent and Release of Personal Information Form
- Fraud Acknowledgement Regarding False or Misleading Statements Certification
- Right of Entry (ROE) Permit Form

Helpful Information:

- After your initial application is submitted, a Rebuild Florida Specialist will advise you of any additional required documentation.
- Translation services are available through the Rebuild Florida Customer Center (888- 530-3025) and at Rebuild Florida Centers (check www.rebuildflorida.gov for locations).
- Questions can be sent to michael@rebuildflorida.gov
- All records must be from September and October 2018, the month preceding or in which Hurricane Michael occurred, and must match the name and damaged property address on the application.
- All information provided to the program will be verified.
- For additional program information and updates, visit www.RebuildFlorida.gov

Information subject to change. Last revised: January 26, 2021.

