

## ❑ **Photo ID** *for all Applicants and Co-Applicants*

- ▶ Current driver's license
- ▶ Current passport
- ▶ Current military ID
- ▶ Other current government-issued ID

## ❑ **Proof of Ownership** *at time of disaster and currently*

- Most recent IRS 1040 tax return or tax return transcript, if tax return or transcript is not available, please request one of the following if it applies to the household:
  - ▶ 3 paystubs from the most recent 90-day period; do not need to be consecutive unless pay frequency is monthly
  - ▶ Current Social Security Benefits letter (including benefits paid to minors)
  - ▶ Current Pension/Retirement Benefit letter (if applicable), or prior year 1099
  - ▶ Current Annuity Payment letter (if applicable), or prior year 1099
  - ▶ Unemployment Benefits: Current benefit letter with gross benefit amount.
- Self-Employed/Business Income:
  - ▶ Current year-to-date profit & loss statements
- Rental Income: Current lease agreement(s)
  - ▶ Court Ordered Alimony/Spousal Maintenance: Copy of court order documentation.
  - ▶ Taxable Interest and Dividends (including amounts received by, or on behalf of minors): Most recent statement or prior year 1099
- Trust Income:
  - ▶ Most recent 1041 K-1
- Documentation for other less common types of income that may be taxable at the federal level and will be assessed by the Program based on the type of income reported.
- Zero Income: If an Applicant is claiming one or more household members have zero income, the Program will require all applicants claiming zero income to complete the Zero Income Certification. No supporting documentation required, but HUD or OIG may request documentation during audits.

## ❑ **Proof of Primary Residency at Time of Disaster**

- ▶ Primary residence homeowner property tax exemption
- ▶ FEMA Individual Assistance (IA) funding awarded for repair/replacement or SBA award letter or SBA approval letters
- ▶ Filed IRS 1040 tax returns for the disaster year, or voter registration card dated prior to the fire and signed affidavit.

**In the absence of the primary residence homeowner property tax exemptions, FEMA or SBA approval letters or filed federal returns, the Program may accept one or more of the following documentations to verify the Applicant occupied the damaged property as their primary residence at the time of the disaster.**

- ▶ Voter registration records submitted together with driver's license.
- ▶ Valid driver's license from time of disaster with damaged address listed accompanied by a copy of a bank statement or a credit card statement sent to damaged residence in the month preceding or month of the applicable disaster

- ▶ Copy of Applicant's insurance policy covering the contents or personal property in the home. The documentation must confirm insurance coverage was effective at the time of the disaster
- ▶ Copy of electric, gas, cable, or cell phone bill. The bill must confirm that service was provided in the month preceding or the month of the applicable disaster. The utility bill mailing address must match the disaster affected address and the address at which utilities are provided.
- ▶ Letter from electric, gas, cable, or cell phone company. The letter must confirm that service was provided in the month preceding or month of the applicable disaster.

## ❑ **Proof of Federal Benefits Eligibility**

- ▶ Proof of FEMA or SBA funding
- ▶ Passport
- ▶ Birth certificate

## ❑ **Proof of Current Property Taxes/Payment Plan**

- Current paid property tax bill or must have an approved payment plan or qualify for an exemption under current laws. Applicant must prove that property taxes have been paid or that one of the following alternatives have been met:
  - ▶ The property owner qualified for and received a tax deferral as allowed under local tax code;
  - ▶ The property owner qualified for and received a tax exemption pursuant to the local tax code;
  - or
  - ▶ The Applicant entered a payment plan with the applicable taxing authority.

## ❑ **Proof of Income** *Required for all household members 18+*

- ▶ Most recently filed Tax Return (Signed)
- ▶ Most recent Social Security/Pension Statements
- ▶ Most recent Unemployment Statements
- ▶ Investment Account and Brokerage Statements
- ▶ Signed statement from employer (VOE) verifying at a minimum:
  - ▶ Date of employment
  - ▶ Current Position
  - ▶ Wages and frequency of pay
  - ▶ Employer name and title
  - ▶ Employer phone number
- ▶ Prior and Current Year Profit and Loss Statements
- ▶ Zero income certification (Applicant & Co Applicant only)
- ▶ 3 months most recent Bank Statements

## ❑ **Documentation of Other 2020 Disaster Assistance Received**

*(All Required as Applicable)*

- ▶ FEMA Award Letter
- ▶ SBA Award Letter
- ▶ Insurance claim summary, and/or proof of any other funding that may have been given/used for home rehabilitation or reconstruction.
- ▶ Settlements
- ▶ Charities

- ▶ Other 2020 California Program Disaster Funding

## ☐ **Proof of Current Property Tax**

- ☐ Current paid property tax bill or must have an approved payment plan or qualify for an exemption under current laws. Applicant must prove that property taxes have been paid or that one of the following alternatives have been met:
  - ▶ The property owner qualified for and received a tax deferral as allowed under local tax code;
  - ▶ The property owner qualified for and received a tax exemption pursuant to the local tax code; or
  - ▶ The Applicant entered a payment plan with the applicable taxing authority.

***\*Additional documentation may be deemed necessary by the Program.***