



Homeowner Assistance Program for 2024 Disasters

APPLICANT DOCUMENT CHECKLIST

❑ **VALID PHOTO I.D. (18+)**

(One of the following)

- Texas driver's license
- State/Government-Issued I.D.
- Passport
- DHS or USCIS documents
- U.S. Military I.D. card

❑ **PROOF OF LEGAL STATUS**

(As many of the following as possible)

- Social Security number
- USCIS/Alien Registration
- Form I-94, Arrival/Departure Record number
- SEVIS ID number
- Naturalization/Citizenship Certificate number
- Card Number/I-797 Receipt number

❑ **PROOF OF PRIMARY RESIDENCE**

• Homestead Tax Exemption **OR**
• Affidavit of Primary Residence **AND**
(One or more of the following)

- Utility bills
- Voter registration card
- Credit card statement
- Bank account statement
- Tax return
- Texas driver's license
- Homeowners insurance policy
- Rental agreement

❑ **PROOF OF OWNERSHIP**

(One of the following)

- Warranty Deed/Deed of Trust
- Fee Simple Title **OR**
- Affidavit of Ownership **AND**
(One or more of the following)
 - Last Will and Testament
 - Life Estate/Trust
 - Contract for Deed
 - 99-Year Lease
 - Court Order/affidavits/succession
 - Mortgage documentation
 - Property tax records
 - For Manufactured Housing Units (MHU):
 - Statement of Ownership
 - Proof MHU is real property fixed to the lot

❑ **PROOF OF MORTGAGE PAYMENT**

(if applicable)

- Lender Consent to Applicant Home Repair **AND**
- Proof payment is no more than 30 days late

❑ **PROOF OF DISASTER TIE-BACK**

- Award letter (FEMA, SBA, NFIP, TWIA, insurance) **OR**
(One or more of the following)
 - Dated photographs or videos
 - Neighborhood media reports
 - Report from other disaster recovery agency

❑ **PROOF OF INCOME (18+)**

(One of the following)

- Recent IRS form 1040
- 3 months of current pay stubs and Verification of Employment
- Signed statement from an employer stating wage and frequency of payment and Verification of Employment
- A Declaration of Zero Income

AND (if applicable)

- Verification of social security or disability, retirement, TANF, pension or annuity, recurring cash contributions, and/or income from business – Program forms may apply

❑ **PROOF OF PROPERTY TAX PAYMENT**

(One of the following)

- Proof of zero balance
- Proof of payment plan
- Tax deferral or exemption

❑ **PROOF OF CHILD SUPPORT PAYMENT (18+)**

- Affidavit of Child Support
- AND (One or more of the following)**
 - Proof payment is no more than 30 days late

THE FOLLOWING MAY ALSO BE REQUIRED:

Flood insurance since the disaster (only if household received previous federal housing assistance or household income is >120% AMI)

Proof of payment for repairs made after receiving other disaster assistance