



LIST OF ACCEPTABLE PROGRAM DOCUMENTATION TO SUPPLEMENT APPLICATION

After you submit an application, the Restore Louisiana Homeowner Assistance Program will attempt to verify your eligibility through third-party data. **In the event that eligibility criteria cannot be confirmed through third-party verification, your case manager may request you to submit additional documentation to supplement your application.** The following list includes program acceptable documentation:

INCOME FOR ALL HOUSEHOLD MEMBERS

18 years or older may be required if third-party data is not available.

Acceptable documentation as applicable to type of income:

- **Most recent tax return:** if not for the current year, please provide request for extension.
- **Benefits:** Includes social security, pension, retirement, disability, or annuity, most recent award letter or 1099 form.

PROOF OF OWNERSHIP

If the program is unable to verify ownership per the tax assessor data, you may be required to provide one of the following:

- **Property tax record** from the tax roll for the year of the claimed disaster event
- **Warranty deed**
- **Fee simple title**
- **99-year leasehold interest as the leasee**
- **Life estate/Trusts/Usufruct**
- **Court order/Judgment of Possession/Succession/Affidavit of Small Estates**
- **Act of Donation**

For more information on special ownership circumstances, see Section V.A. of the program manual.

PROOF OF PRIMARY RESIDENCY/OCCUPANCY

If a homeowner had homestead exemption at the time of the disaster event, it is not necessary to provide additional documentation as proof of occupancy/primary residency.

Any alternative documentation must be in the applicant's name, show damaged address and be dated one month prior to or dated month of the disaster event for which the homeowner is applying for assistance.

- **Copy of Social Security Benefit Award letter** addressed to the damaged residence address dated at time of disaster event
- **Property tax records** demonstrating homestead exemption for the property of application at time of disaster event
- **Voter registration record** with photo identification active at time of disaster event
- **Copy of credit card bill** mailed to applicant at damaged residence address dated at time of disaster event
- **Bank statement** mailed to applicant at damaged residence address dated at time of disaster event

PROOF OF INSURANCE CLAIM PAYMENT (IF APPLICABLE)

If a homeowner had insurance (homeowners or flood) at the time of the event, a claim must have been filed for the disaster event prior to the program providing disaster assistance.

Applicants will need to provide a copy of the claim summary (outlining structural payments vs. contents) including the date of the claim, homeowner name, damaged residence address and net claim amount or claim denial letter, if applicable.

MANUFACTURED HOUSING UNIT (MHU) OWNERSHIP DOCUMENTATION

Proof of ownership of MHU at time of disaster event:

- **Title or registration from the Department of Motor Vehicles;**
- **Title found in the land records for the MHU;**
- **Notarized bill of sale** which provides ownership of the MHU; or
- **Property tax record** for the MHU on leased land from the tax roll for the year of the claimed disaster event

FLOOD ZONE DOCUMENTATION

(if located in a Special Flood Hazard Area)

Flood Insurance Declaration with proof of active policy

- Policy amount should be the lesser of:
 - › The full insurable value of the structure as determined by the property insurer OR
 - › The maximum amount available for the structure under the National Flood Insurance Program, or a successor program. The full insurable value of the structure will be based upon the program's total project cost for the applicant.

Elevation Certificate that proves two feet above Advisory Base Flood Elevation (if local ordinance requires elevation and/or determined substantially damaged or will be substantially improved or reconstructed)

*Please see program manual for specifications on acceptable elevation methods

Substantial Damage Letter or Condemnation Letter from your local municipality, if applicable.

**AT ANY TIME, THE PROGRAM MAY REQUEST
ADDITIONAL DOCUMENTATION FOR VERIFICATION.**

DOCUMENTS REQUIRED AT CLOSING / GRANT EXECUTION

- **Government-Issued ID** for Owner/Occupants
- **Proof of Current Flood Insurance** (applicants in Flood Zone)
- **Escrow Check** for Solution 1 Applicants with Required Escrow
 - › Must be cashiers or certified check
- **Power of Attorney** (if signing closing documents on behalf of applicant, Program pre-approval required)

