



# 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:

- **2021 tax return**
- **Benefits:** Includes social security, pension, retirement, disability, or annuity, most recent award letter or 1099 form.

## DISABILITY ACCOMMODATIONS

(if a household member is disabled and special accommodations are required)

- **Completed Section 504 Disability Packet**
  - › Request 504 accommodation packet from your case manager
  - › Bring the packet to your physician for completion
  - › Scan and upload the completed 504 packet to your application

## 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 records**
- **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. (pg. 21) 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.

- **Property tax records** demonstrating homestead exemption for the property of application
- **Copy of utility bill** (electric, gas, water, trash, sewage, cable or landline phone bill)
- **Letter from electric, gas, water, sewage, cable or landline phone company**
- **Voter registration record** with photo id active at time of flood event
- **Copy of credit card bill**
- **Bank statement**
- **Homeowner's insurance declaration page** (must show contents or personal property coverage)

## 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:

- **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
- **2020 tax record for the MHU on leased land.**

## 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.

## DOCUMENTS REQUIRED AT CLOSING

- **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)

