



Homeowner Assistance Program (HoAP) Application Document Checklist

FORM A

Required Form

Use this checklist to help you keep track of the documents required to apply for this program

VALID PHOTO I.D. FOR APPLICANT (Required)

- Driver's License (current)
- State-issued Identification Card (current)
- Passport/Passport Card
- Military ID
- Permanent Resident Card
- Other official State or Federal Photo ID

PROOF OF OWNERSHIP (1 of the following) (Required)

- Deed/Title to Ownership
- Warranty Deed
- Fee simple title
- 99-year leasehold interest as leasee
- Life estate / Trusts / Usufruct
- Court Order / Affidavit / Succession
- Proof of Mortgage / Home Insurance
- Act of donation
- Last Will & Testament/Estate Documentation
- Property Tax Records (must have proper proof of payment)

INCOME INFORMATION FOR ALL ADULT HOUSEHOLD MEMBERS (18+) (Required)

- HoAP Household Income Certification
- Most recent (signed and submitted) Federal Tax Return (2017 or 2018 IRS Form 1040, 1040A or 1040 EZ) for each member of the household ages 18 years and older

If any household member with earned or unearned income does not have a copy of their latest tax return (or if your projected income has changed since last year) then they must provide the HoAP Household Income Certification (HIC) and HoAP Adjusted Gross Income Worksheet (if applicable), along with supporting income documents (not exhaustive):

- Copies of proof of income for the most recent 90-day period prior to date of application for individuals that live at the property and that are over the age of 18, including paycheck stubs (with earned income/wages)
- Statement of Gross Annual Income from an Employer (Earned Income/Wages) W2 or 1099 documents if paystubs are not available
- Award Statement/Letters (Retirement/Pension; Alimony and Child Support; Social Security Income; Annuity Income; Workman's Compensation; Unemployment; Alimony; Public Assistance; Disability)
- Quarterly IRS Report or W-9 Tax Form (Self-Employment; Business Owner)
- Last 3 months of bank statements for checking, one month of savings, money market accounts and Certificates of Deposit (CD)
- Current copy of Armed Forces Pay, including VA (if applicable)
- Current copy of Temporary Assistance to Needy Families (TANF) award, formerly Aid to Families with Dependent Children (AFDC) (if applicable)
- HoAP Certification of Zero Income Statement (No Household Member Income to Report)
- Section 8 Voucher Program contract (Fully executed and complete contract)
- Current Verification of stocks or bonds (if applicable)
- Documentation supporting deductible expenses such as tuition, student loan interest, paid alimony, etc.
- Texas Workforce Commission Wage Detail Inquiry (print out can be obtained at any Workforce centers)

MANUFACTURED HOUSING UNIT Ownership Documentation (If applicable)

Proof of structure ownership (examples):

- Statement of Owner and Location (SOL)
- Bill of Sale
- Registration certificate
- Tax assessment (homestead exception and state MH improvement or Manufactured House)
- Cash deed, or contract of deed, with 3rd party verification dated prior to the disaster event
- Act of Donation

Settlements and/or Changes in Ownership (if applicable):

- Copy of divorce decree, if applicable;
- Copy of Property Settlement, if divorced;
- Copy of Death Certificate, if property co-owner is deceased

PROPERTY TAX STATUS (Required)

Applicant must furnish evidence that property taxes are either current, have an approved payment plan, or qualify for an exemption under current laws. The property owner qualified for and received a tax deferral as allowed under Section 33.06 of the Texas Property Tax Code;

- The property owner qualified for and received a tax exemption pursuant to Section 11.182 of the Texas Property Tax Code; or
- If entered into a payment plan, then the applicant must submit a signed copy of the payment plan from the
- Applicable taxing entity along with documentation that they are current on their payment plan





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PROOF OF CHILD SUPPORT STATUS (Required)

- Child Support Affidavit
- The HoAP Applicant and Co-Applicant (if applicable) must complete the *HoAP Child Support Affidavit* and be current on payments for child support. If not current on child support, that individual will be required to enter into a payment plan that will be obtained from the Office of Attorney General (OAG). A copy of the payment plan signed by all applicable parties along with documentation demonstrating that they are current on their payment plan must be supplied.

PROOF OF PRIMARY RESIDENCY/OCCUPANCY (Required)

If a homeowner has a homestead tax exemption, it is not necessary to provide additional documentation as proof of occupancy/primary residency. All records must be from the month preceding or month of the event for which the homeowner is applying for assistance and must match the name and damaged property address on the application.

- 2017 Homestead Tax Exemption

If a 2017 Homestead Exemption is not provided, the primary Applicant must complete the *HoAP Primary Residency and Occupancy Affidavit* in addition to providing one document showing Primary Residency AND one document showing Occupancy:

- Provide one of the following to prove Primary Residency:
 - A. Voter registration card
 - B. Homeowners insurance policy showing as primary residence
 - C. Texas Driver's license or State issued ID showing damaged property address
 - D. Other verifiable government issued documentation corresponding to damaged property address
- Provide one of the following to prove Occupancy:
 - A. Copy of electric, gas, water, trash, sewage, cable or landline phone bill. The bill must confirm that service was provided in the month preceding or the month of the applicable disaster event and must match name and address on the program application. Bills must reflect usage of services indicative of occupancy.
 - B. Letter from electric, gas, water, trash, sewage, cable or landline Phone Company. The letter must confirm that service was provided in the month preceding or month of the applicable disaster event and must match name and address on the program application.
 - C. Voter registration records submitted together with valid driver's license (unexpired as of date of application) must match the name and address on the program application

Disaster Assistance Previously Received (Required)

- HoAP Insurance, Benefits and Expenditures Certification

If a homeowner received Harvey-related assistance for damages from the storm from any source, he/she should provide documentation and information confirming homeowner name, damaged residence address, the amount received, and the use of those funds. Typical sources include:

- FEMA (ICC, NFIP, HMGP, FEMA-IA)
- Insurance (obtain a copy of the claim summary outlining structural payments vs. contents)
- Any other sources of funds or assistance provided to repair the home (Non-Profits, Faith Based Organizations, SBA, etc.)
- Disaster event(s) with customer contact information matching Applicant name
- Copy of the applicant's insurance policies in place at time of the 2017 Disaster event(s) covering the home or the contents of the home. Customer contact information must match the HoAP Applicant name and address

DISABILITY STATUS

- Homeowner Mobility Modification List (*required for all*)
- HoAP Medical Verification of Disability form (if applicable)
- Mobility impaired ID card
- Letter showing Social Security/VA Disability Information
- Canceled check or direct deposit documents show SSDI or disability –related SSI benefits

ADDITIONAL DOCUMENTS TYPES FOR PARTICIPATION IN THE PROGRAM (As Applicable)

- HoAP Insurance, Benefits and Expenditures Certification (*required for all applicants*)
- HoAP Right-Of-Entry and Release of Information (*required for all applicants*)
- HoAP Primary Residency and Occupancy Affidavit
- HoAP Ownership and Signatory Authority Affidavit
- HoAP Communication Designee
- Power of Attorney (POA)
- Substantial Damage or NON-Substantial Damage Letter (as applicable/available) from local Flood Plain Manager
- Proof of Harvey Damage documentation (insurance records, FEMA, Driver, etc.)
- Elevation Certificate (if applicable)
- Completion of HoAP Application (Form A-K Packet)