

HOMEOWNERS VERIFICATION DOCUMENTS CHECKLIST

****NOT ALL OF THESE WILL BE APPLICABLE**

Client Identification

- Copy of one picture ID for ALL household members age 18 and over
*** Acceptable forms of identification: Valid State Issued ID, Driver's License, U.S. Passport, Alien Registration Card, U.S. Military ID, State Public Assistance Card, Other Travel Documentation*

Homeownership/Primary Residency

- Mortgage/Loan Statement (current – or – repaid)
- Title -and/or- Deed (Title for mobile home; Deed for land or single family home)
- Lease agreement (mobile home park - own mobile home but leasing spot / if mobile home is on family land for free would need a certified letter)
- Property Tax Bill; Confirm all mortgage, taxes, and insurance are not in arrears.
- Utility Bill (Mailed to address at time of disaster)

Income/Assets

- Current income - all members of household age 18 and older (3 most recent Pay Stubs/Social Security (annual statement)/Pension)
- Complete tax return for previous year for all household members age 18 and older
- Complete bank statements – 3 months most recent for Checking/Savings Accounts
- Complete Title Search: determine if the survivor owns multiple properties
- Complete balance statements – 1 most recent for Investment/Retirement Accounts (OR- sworn statement stating all assets are accounted for in the balance sheet)
- Unemployment or Workman's compensation verification
- Profit and Loss statements (self-employed)
- Letter from employer

Assistance received

- FEMA Assistance Declaration (Award/Denial/Withdrawal Letter)
- SBA Loan (Award/Denial/Withdrawal Letter)
- Insurance (Full claim statement for what was received and what the deductible was)
 - Flood Insurance – "Proof of Loss" and adjuster's report/estimate
 - Homeowner's Insurance – "Proof of Loss" and adjuster's report/estimate
 - Auto Insurance (Settlement Statement)
- Charitable assistance / Grant Awards (Award letter or canceled checks, includes tangible and monetary.)

Disaster-related expenditures

- Invoices for completed clean-up or construction– Stamped PAID on Company Letterhead or with canceled check attached
- Current contracts and/or estimates

- Credit card statements showing purchases made for home repair, content replacement, etc.*
- Dated lease agreement for temporary rental (if renting while displaced)*
- Receipts for additional expenses: rent, furniture, moving, storage, etc.*