

# KINGSLAND HOME AGAIN PROGRAM

APPLICANT DOCUMENT CHECKLIST (This list is not all inclusive and other documents may be acceptable)



## VALID PHOTO I.D. FOR APPLICANT



- State of Georgia Driver License with Secure ID
- State of Georgia Non-Driver Photo ID Card
- U.S. Passport

## PROOF OF CITIZENSHIP/LAWFUL PRESENCE



- Valid U.S. Birth Certificate
- U.S. Passport
- Certificate of Naturalization
- Certificate of Citizenship
- State of Georgia Driver License with Secure ID
- State of Georgia Enhanced Non-Driver Photo ID Card
- Alien Number or I-94 Admission Number (for qualified aliens only)

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

- Latest tax return (IRS form 1040 signed and submitted)

*In certain circumstances it may be acceptable to provide the following documents*



- Paystubs (up to 4 from the most recent 30-day period prior to date of application)
- Letter from employer stating rate of pay and frequency
- Benefit Verification (Social Security or Disability Insurance (SSDI), pension, annuity, etc.)
- Unemployment benefit letter (must include benefit amount and frequency)

## PROOF OF OWNERSHIP (1 of the following)



- Property tax records (County tax assessor's database search with screenshot showing ownership) OR

- Deed (Warranty, Trustee, Quit Claim, etc.)
- Fee Simple Title
- Death Certificate or wills
- 99-year leasehold interest as lessee
- Life estate/trusts
- Court order/affidavit/succession
- Proof of mortgage
- Act of Donation



## PROOF OF PRIMARY RESIDENCY/OCCUPANCY (1 of the following)



- 2017 Homestead Exemption
- Government-issued ID before Sept. 11, 2017
- 2017 Federal Tax Return or Transcript
- 2017 Vehicle Registration or Renewal
- 2017 Certificate of Title for Vehicle
- Utility bill showing service for 6 months prior to storm
- Other government or commercial documentation



The documentation listed above must include: the applicant's name(s); must be clearly dated; and the address of the property listed on the application as being the damaged property address.

## LOCATION DETERMINATION FOR ELIGIBLE ZIP CODE



- Most Impacted and Distressed (MID) area: 31548
- Will utilize USPS' Look Up a Zip Code function

## DISASTER ASSISTANCE PREVIOUSLY RECEIVED



If a homeowner received Irma-related assistance for damage from the storm from any source he/she should provide documentation and information about the amount received, homeowner name, damaged residence address, and the use of those funds.

Typical sources include:

- FEMA Award Letter
- SBA Award Letter
- 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
- If you are in a floodplain, you may be asked for flood insurance coverage even if claims have not yet been paid out



## PROOF OF INSURANCE



- Homeowner's Insurance Declaration Page
- Flood Insurance declaration page, if applicable
- Wind Insurance declaration page, if applicable
- Verification of NO insurance (see Case Manager for form)

## DOCUMENTATION OF DAMAGE



- FEMA Letter
- SBA Letter
- Private Insurance Claim Statements
- NFIP Claim Documentation
- Private or Non-Profit Repair Assistance Documentation
- Damage Inspection Report(s)

## PROOF OF PROPERTY TAXES



- Documentation of CURRENT property tax payments OR
- Documentation of a payment plan

## MANUFACTURED HOUSING UNIT DOCUMENTATION



- Certificate of Title
- Bill of Sale
- Registration Certificate

**\*After your initial application is submitted, a housing counselor will advise you of any additional required documentation.**

## QUESTIONS?

✉ Email [cdbg@kingslandgeorgia.com](mailto:cdbg@kingslandgeorgia.com)

☎ Call 912-510-6201

🌐 <https://www.kingslandgeorgia.com/484/Community-Development-Block-Grant>

