



**Valid Photo I.D. and Proof of Citizenship or Lawful Permanent Resident for Applicant**



- REAL ID compliant Driver's License or Identification Card; OR
- U.S. Birth Certificate with Government Issued Photo ID; OR
- U.S. Passport; OR
- Resident Alien Card (Green Card) or Certificate of Naturalization with Government Issued Photo ID

**If applicable, Property Associations or Public Housing Authorities must provide**

- Board or agency resolution authorizing application submittal and signatory authorization of representative
- If applicable, Property Association By-Laws

**Tenant Specific Information**

- Tenant rental/lease agreements currently in effect for all occupied units.
  - Valid photo I.D. and Proof of Citizenship or Lawful Permanent Resident for each tenant listed on the rental/lease agreements (REAL ID, U.S. Birth Certificate with Government Issued Photo ID, U.S. Passport, Resident Alien Card (Green Card) or Certificate of Naturalization with Government Issued Photo ID)
- If applicable, households with tenants displaced from Puerto Rico or the U.S. Virgin Islands who are permanently resettling in Florida, provide Government issued identification along with documentation with tenant name and former mailing address in either Puerto Rico or the U.S. Virgin Islands (e.g. Utility bill (electric, water, trash, cable, landline phone, etc.), bank statement, voter ID card).
- If applicable, households with children under the age of 18:
  - Birth certificate, U.S. Passport or State-issued ID for at least one child
- If applicable, disabled household member, provide one (1) of the following:
  - Social Security Disability Statement, Letter from doctor stating applicant qualifies as disabled, Verification of Disability Form

**Proof of Ownership**

Stick-Built Structures

Proof of ownership must be at the time of Hurricane Irma (September 10, 2017) and have maintained ownership to date.

- Copy of 2017 Property Tax Record (must have proof of payment/tax records)

If we are unable to verify ownership per the 2017 tax rolls, you will be required to provide one (1) of the following:

- Warranty Deed
- Fee Simple Title
- Life Estate/Trusts
- 99-year leasehold interest as lessee
- Court Order/Judgement
- Proof of mortgage - (Can only be used in conjunction with other ownership documents - must be dated at the time of the storm)
- Act of Donation

Manufactured/Mobile Home Structures

Proof of structure ownership must be at the time of Hurricane Irma (September 10, 2017) and have maintained ownership to date.

- Copy of 2017 Property Tax Record (must have proof of payment/tax records)

If we are unable to verify ownership per the 2017 tax rolls (must state Mobile Home improvement or Manufactured House), you will be required to provide one (1) of the following:

- Certificate of title
- Bill of sale
- Registration certificate
- Cash deed (with 3rd party verification dated prior to Hurricane Irma event)

If structure is located on non-owned land (IE: leased), applicant must submit proof that any program-provided replacement structure can be installed on the non-owned land.

**Current on all Loan Obligations**

- Copy of most recent mortgage or loan statement



# Housing Repair and Replacement Program Application Document Checklist

Small Rental Housing  
(Non-owner-occupied rental properties with four units or less)



## Income Documentation for All Tenant Occupied Units

(To be completed by each Tenant Head of Household)

- Household Survey Form for each occupied unit; AND
- Most recent tax returns (IRS 1040, 1040A or 1040EZ) signed and submitted; OR
- Documents of Income:
  - Salary/Wage: Last 3 months of pay stubs OR signed statement from employer stating wage and frequency of payment
  - Benefits: Social security or disability, retirement, SSA, TANF, pension, or annuity current letter of benefits (should include benefit amount)
  - Unemployment Income: current letter of benefits or printouts (should include benefit amount)

## Proof of Damage and Benefit Information (Provide all that apply)

- Insurance claim information
- FEMA award letter
- SBA award letter
- Certification of damage

## Certifications and Authorizations

- Consent and Release of Personal Information Form
- Fraud Acknowledgement Regarding False or Misleading Statements Certification
- Right of Entry (ROE) Permit Form
- If applicable, Replacement Certification from Landlord/Property Owner for replacement structures on non-owned land

## Proof of All Insurance Covering the Damaged Property

If an applicant had hazard (fire, wind, etc.) and or flood insurance at the time of Hurricane Irma, he/she must provide a copy of the claim summary (outlining structural payments vs. contents) including the date of the claim, applicant name, damaged residence address, and net claim amount.

- Hazard Insurance Policy Number
- Flood Insurance Policy Number

### Helpful Information:

- This list comprises documents necessary to complete your application.
- After your initial application is submitted, a Rebuild Florida Intake Specialist will advise you of any additional required documentation.
- Translation services are available through the Rebuild Florida Centers (Open Monday – Saturday 9am-5pm).
- Questions can be sent to [RebuildFlorida@deo.myflorida.gov](mailto:RebuildFlorida@deo.myflorida.gov)
- All records must be from August or September 2017, the month preceding or in which Hurricane Irma occurred and must match the name and damaged property address on the application.
- All information provided to the program will be verified.
- For additional program information and updates, visit [www.RebuildFlorida.gov](http://www.RebuildFlorida.gov)

Information subject to change. Last revised: October 1, 2019.