



HOMEOWNER ASSISTANCE PROGRAM (HoAP)

APPLICATION CHECKLIST

Use this checklist to help you figure out which documents you will need with your application.

VALID PHOTO I.D. (*one of the following*)

- Driver's license
- State-issued ID
- Passport/passport card
- Other official state or federal photo ID

INCOME INFORMATION FOR ALL ADULT HOUSEHOLD MEMBERS (18+)

- Latest filed Federal Tax Return (IRS Form 1040, 1040A or 1040 EZ) OR
- Other documents showing income:
 - Salary/Wage*: last 3 months paystubs OR signed statement from employer stating wage and frequency of payment
 - Benefits*: social security or disability, retirement, TANF, pension — including income benefit amount
 - Unemployment Income*: current letter of benefits—including amount

PROOF OF OWNERSHIP (*one of the following*)

- Deed/title to ownership
- Warranty deed
- Fee simple title
- 99-year leasehold interest as leasee
- Proof of mortgage/home insurance
- Property tax records (must have proper proof of payment)
- Act of donation

MANUFACTURED HOUSING UNIT OWNERSHIP (*If applicable*)

Proof of structure ownership examples:

- Statement of owner and location
- Bill of sale

PROPERTY TAX STATUS (*one of the following*)

- Current property tax payments
- An approved payment plan/tax exemption

PROOF OF PRIMARY RESIDENCY/OCCUPANCY (*one of the following*)

- Voter registration card
- Homeowners insurance policy for damaged property
- Texas driver's license or state-issued ID
- Copy of utility bill or letter from company
- Other verifiable government issued documentation
- 2017 Homestead Tax Exemption

*All records must be dated July or August 2017 and **must match the name and damaged property address** on the application.*

DISASTER ASSISTANCE PREVIOUSLY RECEIVED

If you received Harvey-related assistance for damages from the storm from any source, you must provide documentation and information confirming damaged residence address, the amount received, and the use of those funds. Typical sources include:

- FEMA (ICC, NFIP, HMGP, FEMA-IA)
- Insurance
- Any other sources of funds or assistance provided to repair the home (nonprofits, faith-based organizations, etc.)
- If you are in the floodplain, you may be asked for proof of flood

OTHER DOCUMENTS (*If applicable*)

- Proof of disability (if making modification requests)
- Affidavit attesting child support payments are current or evidence of a payment plan

Call **832.393.0550** or visit a **Housing Resource Center** for assistance with your application or with questions about a document not listed here.



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