



HARVEY HOMEOWNER ASSISTANCE PROGRAM

APPLICANT DOCUMENT CHECKLIST

Use this checklist to help you figure out which documents you will need with your application.* You will be required to provide the most updated documentation, unless otherwise noted.

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)
- Other documents showing income:
 - Salary/Wage: last 3 months paystubs if just started working
 - Benefits: social security or disability, retirement, TANF, pension – including income benefit amount for current year
 - Unemployment: current letter of benefits– including amount or TWC statement

PROOF OF OWNERSHIP (all that apply)

- Deed/title to ownership
- Mortgage statement
- Warranty deed
- Fee simple title
- 99-year leasehold interest as leasee
- Proof of mortgage/home insurance
- Property tax records
- 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 (all that apply)

- Current property tax payments
- An approved payment plan if not current
- Deferment status

PROOF OF PRIMARY RESIDENCY/ OCCUPANCY*

- 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 a floodplain, you may be asked for proof of flood insurance

OTHER DOCUMENTS (If applicable)

- Proof of disability (if claiming disability and/or requesting certain modifications)
- Affidavit attesting child support payments are current or evidence of a payment plan
- Current proof of insurance (i.e. flood, homeowner, wind)

*List may not be exhaustive.

Not all homeowners who apply may receive assistance.

For more information call **832-393-0550** or visit **RECOVERY.HOUSTONTX.GOV/HOAP**

