

Note: Please choose **one** document from each section below to satisfy the program eligibility documentation requirement.

- Proof of Public Benefit Eligibility for all Applicants and Co-Applicants**
 - ▶ California REAL ID issued by Department of Motor Vehicles;
 - ▶ Passport
 - ▶ Birth Certificate
 - ▶ Alien Registration Card; or Naturalization/Citizenship Certificate
- Proof of Ownership at time of disaster and currently**
 - Ownership: Stick-Built Homes**
 - ▶ Property tax bill (County or State)
 - ▶ Deed
 - ▶ Title report
 - ▶ Court order affidavit/succession
 - ▶ FEMA (IA) award letter
 - ▶ SBA award letter
 - ▶ Recent mortgage statement.
 - Ownership: MHUs/Mobile homes**
 - ▶ Certificate of Title from HCD;
 - ▶ County tax assessment for the structure
 - ▶ Recorded lease agreement
 - ▶ Bill of Sale
- Proof of Primary Residency at Time of Disaster**
 - ▶ Primary residence homeowner property tax exemption
 - ▶ FEMA Individual Assistance (IA) funding awarded for repair/replacement or SBA award letter or SBA approval letters
 - ▶ Filed IRS 1040 tax returns for the disaster year
 - ▶ Voter registration card dated prior to the fire and signed affidavit.
- Occupancy**
 - ▶ Valid driver's license from time of disaster with damaged address accompanied by bank or credit card statement sent to damaged residence in the preceding or month of disaster
 - ▶ Voter registration records submitted with driver's license
 - ▶ Current insurance policy covers personal property in the home effective at time of disaster.
 - ▶ Copy of electric, gas, cable, or cell phone bill. The utility bill mailing address must match the property address and the address at which utilities are provided.
 - ▶ Letter from electric, gas, cable, or cell phone company.
 - ▶ **NOTE:** Incidental services such as propane tank bills are not considered utility bills and may not be used to establish occupancy.
- ▶ **Proof of Current Property Taxes/Payment Plan**
 - Current paid property tax bill
 - Applicant must prove that property taxes have been paid or that one of the following alternatives have been met:
 - ▶ The property owner qualified for and received a tax deferral as allowed under local tax code;
 - ▶ The property owner qualified for and received a tax exemption pursuant to the local tax code; or
 - ▶ The Applicant entered a payment plan with the applicable taxing authority.
- Proof of Income Required for all household members 18+**
 - ▶ Most recently filed IRS 1040 tax form (Signed)

If most recent income tax return is not available, one of the following is acceptable:

 - ▶ Wages
 - 3 paystubs from the most recent 90-day period prior to the date of the application, they do not need to be consecutive unless the pay frequency is monthly;
 - ▶ Retirement/Social Security
 - Current social security benefits letter (including benefits paid to minors)
 - Current pension/retirement benefit letter (if applicable), or prior year 1099;

- Current annuity payment letter (if applicable), or prior year 1099.
- ▶ Self-Employment income:
 - Most recent tax return (1040 or 1040A); and
 - Current year profit and loss statement.
- ▶ Rental Income
 - Current lease agreements(s); or
- ▶ Unemployment Benefits:
 - Current benefit letter with gross benefit amount (notes: program personnel may contact employers for verification)
- ▶ Court Ordered Alimony/Spousal Maintenance:
 - Copy of court order documentation
- ▶ Taxable Interest and Dividends (including amounts received by, or on behalf of minors):
 - Most recent statement or prior year 1099
- ▶ Documentation for other less common types of income that may be taxable at the federal level and will be assessed by the Program based on the type of income reported.
- ☐ **Documentation of Duplication of Benefit (DOB) (*Provide all that apply*)**
 - ▶ FEMA Award Letter
 - ▶ SBA Award Letter
 - ▶ Insurance claim summary, and/or proof of any other funding that may have been given/used for home rehabilitation or reconstruction.
 - ▶ Lawsuit Settlements
 - ▶ Disaster Recover Reform Act (DRRA) Funding
 - ▶ State Supplemental Grant Program assistance
 - ▶ Charities
 - ▶ Other 2017/2018 California Program Disaster Funding

****Additional documentation may be deemed necessary by the Program.***