











Individual Housing Program (IHP) — Application Documents Checklist

DOCUMENTS NEEDED TO APPLY:

HOUSEHOLD INFORMATION

-  **Valid Photo Identification for All Adult Household Members (18+)**
-  **Proof of U.S. Citizenship or Lawful Permanent Residency**
-  **Income Documentation for All Adult Household Members (18+)**
-  **Proof of Disability (If Applicable)**

PROPERTY INFORMATION

-  **Proof of Ownership**
-  **Proof of Primary Residency**
-  **Proof of Disaster Tie Back**
-  **Proof of Mortgage in Good Standing**
-  **Proof of Property Taxes in Good Standing**

Accessibility & Language Notice

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, this program is available in accessible formats upon request. To request a reasonable accommodation or alternative format, please call (954) 828-8000. Si necesita esta información en español u otro idioma, llame al (954) 828-8000.



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 FOR MORE
 INFO!**

Questions? Learn more:

-  Visit fortlauderdale-cdbgdr.com/home
-  Scan the **QR Code** to navigate directly to the program website
-  Call **(954) 828-8000**



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Proof of Identity

You must submit valid photo identification for all household members ages 18 or older. Expired photo identification will not be accepted.

- Government-Issued Photo ID (Federal or State issued) such as;
 - ◆ Non-Temporary Driver's License or REAL ID compliant Identification Card;
 - ◆ U.S. Issued Passport;
 - ◆ U.S. Military ID;
 - ◆ Certificate of Naturalization;
 - ◆ Permanent Resident Card
- You must also submit proof of identity for household members under the age of 18. Acceptable forms of documentation include:
 - ◆ U.S. Issued Passport;
 - ◆ Birth Certificate



Proof of U.S. Citizenship or Lawful Permanent Residency for ALL Household Members

The program will verify U.S. Citizenship or Lawful Permanent Residency of applicant and co-applicant. You must provide one following for each:

- A REAL ID Compliant Driver's License or ID Card;
- U.S. Passport;
- U.S. Birth Certificate;
- Certificate of Naturalization;
- Permanent Resident Card;
- Resident Alien Card
- The City verifies U.S. citizenship or permanent residency through the U.S. Citizenship and Immigration Services SAVE system.

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Income Documentation for All Adult Household Members (18+)

You must provide documentation to verify current income for all household members ages 18 and older. This includes:

- Most Recent Signed IRS Tax Return (1040 or 1040A), OR
- Documentation of Income:
 - ◆ Wages/Salary: Three consecutive (3) recent pay stubs within the past three (3) months, W-2 Forms.
 - ◆ Retirement or Social Security:
 - Past three (3) Monthly Bank Statements (Social Security Benefits & Pension only),
 - Current Social Security Benefits letter (including benefits paid to minors),
 - Current Pension/Retirement Benefit letter (if applicable), or prior year 1099 form, or
 - Current Annuity Payment letter (if applicable), or prior year 1099 form.
 - ◆ Self-Employment Income: Most recent tax return (1040 or 1040A), W-2 Forms; and/or current year profit and loss statement.
 - ◆ Rental Income: Current lease agreements.
 - ◆ Unemployment Income: Current benefit letter with gross benefit amount.
 - ◆ Court Ordered Alimony/Spousal Maintenance: Copy of court order documentation.
 - ◆ Taxable Interest and Dividends: (including amounts received by, or on behalf of minors).
 - ◆ Certification of No Income: Adult household members who do not earn an income will be required to submit a Certification of No Income.



Proof of Disability

If a household member is disabled, provide one (1) of the following:

- Social Security Disability (SSD) Statement;
- Letter from physician stating applicant qualifies as disabled;
- Program-provided Verification of Disability Form, to be completed and signed by your medical professional.

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Proof of Ownership

You must currently own the storm-impacted property as your primary residence and be able to demonstrate that you owned the property at the time of the April 12, 2023 flood disaster event.

Stick-Build Structures

We will verify ownership through online tax rolls. If we are unable to verify ownership, you will be required to provide one (1) of the following required documents:

- Recorded Deed;
- Probated Will;
- Court order or judgment granting ownership of the property;
- Life Estate/Trust;
- Act of Donation (recorded prior to the storm event);
- Proof of mortgage (can only be used in conjunction with other ownership documents and must be dated at the time of the storm)

Manufactured/Mobile Home (MHU) Structures

Proof of MHU ownership can be established with the following documents:

- Manufactured Home Title;
- Notarized Bill of Sale;
- Registration Certificate;
- Warranty Deed

If the MHU is on leased land, landlord consent is required and rent must be in good standing.

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Proof of Primary Residency

Must have occupied the home as a primary residence at the time of the April 12, 2023 flood disaster event.

We will verify if a homestead exemption was in effect during the storm through online tax rolls. If we are unable to verify a homestead exemption was in effect, you will be required to complete the Primary Residence Self-Certification and provide two (2) of the following listing the damaged home address:

- FEMA IA award letter for storm-impacted property address for damages caused by April 12, 2023 flood event;
- SBA Disaster Home Loan award letter for storm- impacted property address for damages caused by April 12, 2023 flood event;
- Driver's license or state-issued ID card showing the storm-impacted property address; issued prior to the date of the disaster and expiring after;
- Credit card bill or bank statement or utility bill statement (Electric, gas, water, or cable) sent to the applicant at the storm-impacted property address in the month preceding or the month of the disaster;
- Insurance documentation indicating primary residence in 2023, such as a homeowner's endorsement;
- Employer's statements, including pay stubs and similar employment documents with storm-damaged address (must be dated in the month preceding or month of the disaster);
- Other documents may be considered on a case-by-case basis.

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Proof of Disaster Tie Back

Applicants must have verified damage from April 12, 2023 flood event to be eligible for assistance.

- You must provide at least one of the following:
 - ◆ Insurance estimate or claim
 - ◆ FEMA or SBA benefits
 - ◆ Photographs of storm damage to home with a date stamp
 - ◆ Construction permits
 - ◆ Local/state government or nonprofit documentation
 - ◆ Other documentation may be accepted on a case-by-case basis.



Proof of Mortgage in Good Standing

If there is a mortgage on the property, you must provide proof that the mortgage is in good standing:

- Most recent mortgage statement; OR
- Payment plan in good standing with the current lender; OR
- Mortgage Satisfaction document (If home is owned free and clear)



Proof of Property Taxes in Good Standing

The program will verify property taxes are current or in good standing with the local tax collector's office. Applicants may also be requested to submit proof documentation if applicable.

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