



Single-Family Housing Program

Hurricane Helene Application Documents Checklist



www.RenewNC.org

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

- Government Issued Photo Real ID (Federal or State issued); **OR**
- Driver's License, **OR**
- U.S. Passport; **OR**
- Military ID Card; **OR**
- Resident Alien Card (Green Card) or Certificate of Naturalization with Government Issued Photo ID.

☐ **Income Documentation for All Adult Household Members (18+)**

- Most recent tax returns (IRS 1040, 1040A) signed and submitted, **OR**
- Documentation of Income (all that apply):
 - Salary/Wages:** Last three (3) months of pay stubs OR current W-2 Forms, with volume to be based on frequency of payment.
 - Benefits:** Social security or disability, retirement, SSA, TANF, pension or annuity current letter of benefits (should include benefit amount).
 - Retirement or Social Security:** Past three (3) Monthly Bank Statements, prior year 1099 form, or Current Annuity Payment letter (if applicable).
 - 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 amount.
 - Alimony/Spousal Maintenance:** Copy of court order documentation.
 - Taxable Interest & Dividends:** Including amounts received by/on behalf of minors.
 - No Income:** Adult household members who do not earn an income will be required to submit a Certification of No Income.

☐ **Proof of All Insurance Covering the Damaged Property**

If an applicant had homeowner and/or flood insurance at the time of Hurricane Helene they 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.

- Homeowner's insurance policy number
- Flood insurance policy number

☐ **Proof of Ownership Documentation Stick-Built Structures**

Proof of ownership must be at the time of Hurricane Helene (September 27, 2024) and have maintained ownership to date.

You will be required to provide one (1) of the following:

- Deed
- Mortgage Statement
- Probated Will
- Court Order/Judgement

Manufactured Housing Units

Proof of structure ownership must be at the time of Hurricane Helene (September 27, 2024) and have maintained ownership to date.

You will be required to provide one (1) of the following:

- Title
- Bill of Sale
- Real Property/Estate Tax
- State issued Certificate



Renew NC supports Fair Housing/Equal Employment Opportunity/ADA Accessibility



Para ver las instrucciones en español,
visite www.RenewNC.org

☐ **Proof of Primary Residence**

Proof of Primary Residence Proof of Primary Residence must be at the time of Hurricane Helene (September 27, 2024). You will be required to provide one (1) of the following:

- Homestead exemption at the storm damaged property address in 2024;
- FEMA IA award letter for damages caused by Hurricane Helene;
- SBA Disaster Home Loan award;
- Driver's license or state-issued ID card;
- Utility bills;
- Credit Card Bill or Bank Statement;
- Insurance Documentation indicating Primary Residence;
- Employer Statements/Paystubs.

☐ **Additional Required Documentation**

If Applicable

- Households with children under the age of 18 must submit:
 - Birth certificate, U.S. Passport or state-issued ID for each child
- If a household member is disabled, provide one (1) of the following:
 - Social Security Disability Statement
 - Letter from doctor stating applicant qualifies as disabled
 - Verification of Disability Form (see Renew NC Single-Family Housing Program Intake Specialist for form)
 - Disability exemption on homesteaded property per North Carolina Statute
- Applicant's Power of Attorney documentation

☐ **Proof of Damage and Benefit Information**

Provide all that apply.

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

The applicant may provide alternative evidence, such as neighborhood-level media reports, inundation maps, or documentation of damage by disaster response/relief organizations which may be accepted on a case-by-case basis.

☐ **Certifications and Authorizations**

- Consent and Release of Personal Information Form
- Fraud Acknowledgement Regarding False or Misleading Statements Certification
- Right of Entry (ROE) Permit Form
- Release of Information
- Certification of Truthfulness
- Subrogation Agreement
- Construction Stop Work Notice
- Homeowner Responsibilities Acknowledgment
- Primary Residency Affidavit
- Conflict of Interest Disclosure

Helpful Information:

After your initial application is submitted, a Renew NC Specialist will advise you of any additional required documentation.

Translation services are available through the Renew NC Customer Center (888-791-0207) and at Renew NC Centers. (*check www.RenewNC.org for locations*).

Questions can be sent to helenererecovery@renewNC.org

All information provided to the program will be verified.

For additional program information and updates, visit: www.RenewNC.org



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