



Voluntary Home Buyout Program

Required Document

During the buyout process, case managers will need to collect additional supporting documentation from homeowners. Below you'll find a list of documents you may be asked to provide.

Use this checklist to keep track of everything.

Signed and Completed Program Forms

Notice of Voluntary Interest Form

This form confirms that the homeowners know this program is voluntary and they can back out at any time during the process.

Declaration and Release

This form confirms that homeowners are citizens. Each owner will need to fill out a form. Please provide a separate copy of the form if there are multiple owners.

Duplication of Benefits

This form directs the homeowner to identify any Hurricane Sally related assistance received. This includes the following:

- SBA Loans
- Flood Insurance for Structure Repairs
- FEMA Individual and Family Grants
- Emergency Minimal Repair Grants
- FEMA Disaster Housing benefits

Privacy Act Release

This form confirms that homeowners grant permission for County officials to receive information about their flood insurance coverage, claim information, and information about disaster assistance payments received. This information will not be made public.

Right of Entry

This form grants permission to the County to access the damaged property.

Income Certification and Disclosure Form

This form requests income information. All current adult household members must complete the form and provide separate income documentation outlined below. If a household is claiming no income, case managers will provide a Zero Income Certification Form.





Insurance Certification and Disclosure Form

Must be completed by all applicants. If the applicant did not have any type of active insurance coverage (homeowner's, flood, or other) on the damaged property at the time of either Hurricane Sally, please indicate on this form.

Stop Construction Notice

Must be completed by the applicant to acknowledge the federal requirements to stop any construction activities on the damaged property after applying to the program.

Communication Designee Form (if applicable)

Applicants and co-applicants may use this form to authorize a third party that may obtain information about their program status in person, by phone, by email, and/or by mail. This form does not grant designated third-party authority to make decisions or to receive or sign any programmatic documents on behalf of the applicant.

Supporting Documentation – Identity and Ownership

Proof of Identity (one of the following)

- Driver's License
- State-issued ID
- U.S. Passport
- Military ID Card

Proof of Qualified Citizenship Status (one of the following)

Note: To be eligible, the Applicant, Co-Applicant or their minor child/ward who resides in the household must be a U.S. Citizen, non-citizen U.S. National or a qualified alien.

- U.S. Passport
- U.S. Passport Card
- Original or certified copy of Birth Certificate
- Original Certificate of Naturalization
- Original Certificate of Citizenship
- Permanent Resident Card or "Green Card" (I-551)
- Temporary I-551 stamp on form I-94/I-94A or on a foreign passport
- Machine Readable Immigrant Visa with temporary I-551 language
- Reentry Permit (I-327)
- Arrival/Departure Record (I-94) (showing stamp for admission as LPR)
- Arrival/Departure Record (I-94) in foreign passport (showing stamp for admission as LPR)
- Original or certified copy of Birth Certificate from American Samoa or Swains Islands



Proof of Ownership (one of the following)

Single-family homes, modular homes, duplexes, tri-plex, condos/townhomes, vacant lots, non-residential property:

- General Warranty Deed
- Court-order Deed
- Commissioner's Deed
- Specialty Warranty Deed
- Quit Claim Deed
- Bargain and Sale Deed
- General Non-warranty Deed
- Deed of Trust
- Other Deed
- Mortgage
- Tax

Supporting Documentation – Financial Liens

Property Taxes

Proof that property taxes are current.

Mortgage Statement (if applicable)

Mortgage status: Current mortgage or formal payment plan

Small Business Administration (SBA) Loan (if applicable)

If the applicant, co-applicant or any other owner of the damaged property applied for an SBA loan as the result of Hurricane Sally, please provide a recent statement or letter from the SBA indicating status of the loan.

Supporting Documentation – Insurance, Income, and Storm Damage

Proof of Insurance (if applicable)

If an insurance policy was active for the damaged property at the time of the disaster, please provide the following for each insurance policy (homeowner's, flood, other) that was active at the time of the disaster, in addition to completing the Insurance Certification and Disclosure Form:

- Copy of the insurance policy covering the period of the designated storm damage
- Copy of the insurance approval or denial letter for repairs due to the disaster, if applicable
- Copy of any current insurance policies on the property



Income Documentation (one of the following)

If the damaged property was owner occupied at the time of the qualifying event, documentation must be provided by all current household members (18 or older).

- Copy of the most recent federal tax returns for all household members, including any amended returns.
- If the appropriate tax return is not available, alternate proof of income will be required, for example:
- IRS Form 1040, 1099, or 8879
- Filed IRS extension request (with proof of income)
- Three months of pay stubs
- Pension or Social security statement showing current monthly or yearly gross amount received
- Unemployment benefits statement for current three-month period
- Certification of Veterans Pension and Disability
- Offer letter/Verification of employment from employer (if recently hired)

Storm Damage Documentation

At least one of the following must be provided to verify damage from Hurricane Sally:

- Insurance estimate or claim documentation
- Federal Emergency Management Agency (FEMA) letter
- Documentation from local or state governments
- Documentation of private or nonprofit relief assistance
- Photographs with dates post-disaster

Proof of Primary Residency

Please provide two (2) of the following documents:

- Driver's license valid at the time of the storm
- Voter registration, along with valid driver's license valid at the time of the storm
- FEMA letter showing payment received for home repairs or contents
- Social Security Statement
- Temporary Assistance for Needy Families (TANF)
- Medicare documentation
- Florida WIC documentation
- Florida Unemployment Insurance
- Copy of electric, gas, water, trash, sewage, cable or landline phone bill
- Letter from electric, gas, water, trash, sewage, cable or landline phone company
- Copy of credit card bill sent to the damaged property for the above-defined time frame
- Copy of bank statement sent to damaged property for the above-defined time frame

Proof of Disaster Assistance Received

- Property insurance and/or flood insurance payments
- SBA loan award, denial, or cancellation documentation
- FEMA award or denial letters

Proof Flood Insurance has been Maintained (if applicable)

If the damaged property is required by the FEMA to have obtained and maintained a flood insurance policy, as a condition of disaster assistance received for a presidentially-declared disaster, please provide proof that the policy has been continuous from the time of the requirement to the present.

