

Client Name:

## **Flood Recovery-REQUIRED DOCUMENTS**

### **OWNERSHIP DOCUMENTATION:**

**Property Deed** – Copy of Property Deed, Schedule A and Recording Info (*can be requested from County Clerk*)

**Death Certificate** Copy of death certificate (*if a deceased person is listed on the deed*)

**Mortgage Statement** – most recent monthly Mortgage statement

**Title/Sales Receipt** – Proof of ownership if you own a mobile home but do **not** own the land

**Drivers License**- copy of current driver's license or photo ID showing date of birth

**Send Required Documents to:**  
Arbor Housing & Dev't ATTN: Georgia  
26 Bridge Street, Corning, NY 14830  
[glandon@arbordevelopment.org](mailto:glandon@arbordevelopment.org)  
(607) 654-7487 x2049 (Georgia)

### **INCOME/INSURANCE/BANK DOCUMENTATION:**

**Social Security/SSI/SSD** – Benefit Letter or 2023's 1099 (*call 1-800-772-1213 to request*)

**Temporary Disability/Cash Assistance** – Current benefit letter

**Unemployment** – benefit statement & printout of "Official Record of Benefit Payment History" (*on Dept. of Labor website portal*)

**Pension/Retirement/VA Benefit/Annuities** – Current benefit letter or paystub or most recent 1099

**Rental Income** – submit signed/dated verification of rental income received

**Paycheck Stub or Workers Compensation** – most recent 6 weeks of paystubs from everyone living in the home who works or receives worker's compensation

**Self-Employment** – 2023 Schedule C-Profit & Loss Statement from tax return

**Alimony/Child Support** - court orders or current support collection printout: [www.childsupport.ny.gov](http://www.childsupport.ny.gov)

**Zero Income Statement** – for household members age 18 or older with no income of any kind and with no imminent change expected during the next 6 months

**Property Taxes** must be paid/current (we can access this info on the St Co website, no need to send docs)

**Homeowners Insurance** - Homeowners Insurance Face Sheet/Declaration Page noting coverage amounts, deductible, and current coverage period

**Flood Insurance status** – statement of no flood insurance, denials or pending outcomes

**Bank Statements** - July or August 2024 full monthly bank statement from all Checking/Savings accounts (including CA\$H app, Venmo, etc. accounts)

### **REIMBURSEMENT and/or REHAB DOCUMENTATION:**

**Estimates**- 2 estimates (if possible) for proposed work to be done, or reimbursement requests.

**Photos**- before and after photos of work completed (related to reimbursement), or before pictures of proposed work to be done

**Receipts/Invoices** – itemized receipts for reimbursement requests

**Permits** – copies of permits attained from local governing bodies