



# REQUIRED DOCUMENT CHECKLIST

## SIGNED AND COMPLETED PROGRAM FORMS

Call 833-ASK-RBNC (833-275-7262) or email [ask-rbnc@rebuild.nc.gov](mailto:ask-rbnc@rebuild.nc.gov) to find out if you are eligible to apply for the ReBuild NC Strategic Buyout Program (SBP) and to request copies of the application and program forms.

- PROGRAM APPLICATION**  
Must be completed, dated, and signed by the applicant applying for assistance for the damaged property. The applicant must own the damaged property. One application can have an applicant and a co-applicant, who must also own the damaged property and will have to sign all program forms.

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- CONSENT TO RELEASE FORM**  
Must be completed by the applicant to allow ReBuild NC permission to receive information from third-party organizations about the damaged property, and permission to provide information to non-applicant owners or other organizations, as deemed necessary by the program.

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- INDIVIDUAL PROPERTY SURVEY FORM**  
Must be completed by the applicant to provide the program details about the damaged property.

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- 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 Matthew and/or Hurricane Florence, please indicate on this form.

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- RIGHT OF ENTRY PERMIT**  
Must be completed by the applicant to allow ReBuild NC permission to enter the damaged property.

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- 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.

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- CERTIFICATION OF GENERAL COMPLIANCE (IF APPLICABLE)**  
Must be completed by all rental property owners to certify that you are not disbarred and are eligible for federal dollars. This certification must be submitted if the owning entity is a corporation, partnership, non-profit, limited liability corp (LLC), limited liability partnership (LLP), or if the property is a rental property owned by a non-fictitious entity (sole proprietor).

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**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.

**INCOME CERTIFICATION AND DISCLOSURE FORM (IF APPLICABLE)**

If the damaged property was owner-occupied at the time of the qualifying event, this form must be completed by all current adult household members in addition to providing separate income documentation.

**SUPPORTING DOCUMENTATION**

**Identity and Ownership**

Copies of the following documentation must be submitted with the completed, signed application, and all required forms for the application to move forward.

**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)**

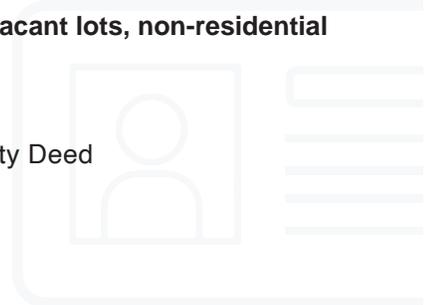
**NOTE:** To be eligible, the applicant, co-applicant or their minor child/ward who resides in the household must be a U.S. Citizen, non-citizen U.S. National or a qualified alien. If the damaged property is owned by a business entity, the owner or principal of that entity must also meet this requirement. The most common documentation that proves eligible status is listed below. If you have questions about required documentation to meet this eligibility criteria, call 833-ASK-RBNC (833-275-7262) or email [ask-rbnc@rebuild.nc.gov](mailto:ask-rbnc@rebuild.nc.gov) to speak to a program representative.

- 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
- Deed of Trust
- General Non-warranty Deed
- Other Deed
- Mortgage
- Tax Card



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**Manufactured home units (mobile homes):**

**NOTE:** Both land and structure must be owned by the same entity to be eligible for the SBP.

- Deed (if land is owned)
- Certification of Title
- Property Tax Card (if manufactured home is immobilized)
- Executed Purchase Agreement
- Registration of Mobile Home Unit
- Bill of Sale
- Manufactured home loan mortgage agreement

**HEIRSHIP (IF APPLICABLE)**

If applicable for any structure type, a copy of the Life Estate Deed, Trust Document, or Death Certificate for any deceased person(s) listed on the last recorded deed, or Last Will and Testament for deceased owner(s) (probated and recorded).

**SUPPORTING DOCUMENTATION**

**Financial Liens**

**PROPERTY TAXES**

Documentation such as tax records or tax bills, must be provided to show whether the property taxes are up to date. Please note that any owed property taxes will have to be paid off at or before the closing of the damaged property for the application to be eligible.

**MORTGAGE STATEMENT (IF APPLICABLE)**

If the damaged property currently has a mortgage, please provide a copy of a recent mortgage statement for the deed on the damaged property. Please note that the mortgage will have to be paid off at or before the closing of the damaged property for the application to be eligible.

**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 the qualifying event, 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

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**INCOME DOCUMENTATION (ONE OF THE FOLLOWING, IF APPLICABLE)**

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 applying in 2020, the 2019 tax return(s) is required. If applying in 2021, the 2020 tax return(s) is required. If the appropriate tax return is not available, alternate proof of income will be required, for example, 1040 transcript of tax return(s), pay stubs, or Social Security award letter(s)
  - IRS Form 1040
  - IRS Form 1099
  - IRS Form 8879
  - Filed IRS extension request (with proof of income)
  - Three months of pay stubs by frequency of pay
    - Persons getting paid weekly = 12 consecutive paychecks
    - Persons getting paid bi-weekly = six consecutive paychecks
    - Persons getting paid monthly = three consecutive paychecks
    - Letter from employer stating annual or monthly income of employee if recently hired
  - Pension statement showing current monthly or yearly gross amount received
  - 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
  - Verification of employment from employer (if recently hired)
  - Offer letter (if recently hired)

**STORM DAMAGE DOCUMENTATION**

At least one of the following must be provided to verify damage to the qualifying event (Hurricane Matthew, Hurricane Florence, or both):

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



## SUPPORTING DOCUMENTATION

### Rental Property (if applicable)

#### RENTAL PROPERTY PROOF

Please provide proof that the property has been a rental property at any point from six months prior to the qualifying event and ending at time of application, in the form of:

- Copy of an executed lease indicating amount of rent, renter name, damaged property address, rental entity's name, term of lease and proof of rental payment under lease and lease; OR
- Schedule E of Form 1040, indicating single-family or multifamily as property type; OR
- If you are unable to provide a copy of an executed lease or a Schedule E, you will be required to fill out the program's Rental Property Self-Certification.

#### PROOF OF AUTHORITY TO SELL THE PROPERTY

Please provide proof that the owning entity of the damaged property has authority to sell it. Please also note that the owning entity or business must be a U.S.- based business.

- For corporations: articles/certificate of incorporation, or similar plus bylaws
- For partnerships: partnership agreement
- For non-profits: articles/certificate of incorporation or articles of organization, or similar (not the irs 501(c)(3) determination) plus bylaw
- For limited liability corporations (LLC): certificate of formation, articles of organization, or similar plus operating agreement
- For limited liability partnerships (LLP): registration or certificate of limited liability partnership, limited liability partnership agreement or similar
- For sole proprietors: formation and operating documents not required
- Other documentation, as needed, may be requested by the program in order to meet this requirement



## SUPPORTING DOCUMENTATION

### Incentives (if applicable)

None of the below requirements are eligibility criteria for the purchase of the damaged property, however, the program collects information at application intake to determine if an applicant is eligible for incentives during Step 5 or later.

#### **PROOF OF PRIMARY RESIDENCY (TWO OF THE FOLLOWING)**

- 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
- North Carolina WIC documentation
- North Carolina 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**

Please provide all documentation for any disaster assistance that was received due to the qualifying event. To help identify the qualifying event for the damaged property, please visit the Buyout Zone maps on our website at [rebuild.nc.gov/buyout](http://rebuild.nc.gov/buyout), call 833-ASK-RBNC (833-275-7262), or email [ask-rbnc@rebuild.nc.gov](mailto:ask-rbnc@rebuild.nc.gov).

- Property insurance and/or flood insurance payments
- SBA loan award, denial, or cancellation documentation
- FEMA award or denial letters
- Other documentation may be requested by the program

#### **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.