# Homeowner Assistance Program

## Application Document Checklist

**VALID PHOTO I.D. FOR APPLICANT**
- Driver License
- State-issued ID
- Passport

**INCOME INFORMATION FOR ALL ADULT HOUSEHOLD MEMBERS (18+)**
- Latest tax returns (IRS form 1040) signed and submitted
- Documents of Income:
  - Salary/Wage: last 3 months of pay stubs OR signed statement from employer stating wage and frequency of payment
  - Benefits: social security or disability, retirement, TANF, pension or annuity - current letter of benefits should include benefit amount
  - Unemployment Income: current letter of benefits or printouts should include benefit amount

**PROOF OF OWNERSHIP (1 of the following)**
- Property Tax Records (must have proof of payment/tax records)
- Warranty Deed
- Fee simple title
- 99-year leasehold interest as leasee
- Life estate/Trusts
- Court order/Affidavit/Succession
- Proof of mortgage
- Act of donation

**PROOF OF PRIMARY RESIDENCY/OCURRENCE (1 of the following)**
- Homestead Tax Exemption; OR
- Documentation from the month preceding or month of the event for which the homeowner is applying for assistance. The applicant or co-applicant’s name and address must match the information on the application:
  - 2017 tax records demonstrating homestead exemption for the property of application
  - Utility Bill (electric, phone, water, etc.) (in the name of the applicant or co-applicant)
  - Voter registration records
  - Copy of credit card bill
  - Bank Statement
  - Homeowners insurance policy (declarations page)

**PROOF OF PROPERTY TAXES (if applicable)**
- Documentation of current property tax payments OR
- Documentation of a payment plan

**MANUFACTURED HOUSING UNIT DOCUMENTATION**
- Proof of structure ownership (examples):
  - Statement of Ownership

**THE FOLLOWING DOCUMENTS MAY ALSO BE NEEDED FOR PARTICIPATION IN THE PROGRAM:**
- Proof of Current Flood Insurance (applicants in Flood Zone)
- Completion of Application
- Proof of Disability (if applicable)

- Translation services will be available upon request
- Questions can be sent to GLO’s Housing Team at singlefamilyhousing.glo@recovery.texas.gov

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This list comprises essential documents to accumulate to submit with your application. After your initial application is submitted, a housing counselor will advise you of any additional required documentation.