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## Document Checklist for Homeowners of 1–4 Unit Homes

Welcome to the NYC Build it Back program. For your first appointment with a Housing Recovery Specialist, you'll need to present certain documents that show identification and property ownership. We've compiled this checklist in order to help you gather these important documents.

**Each property owner listed on the deed** or other document demonstrating property ownership (such as a proprietary lease for a cooperative apartment) should bring these documents to the meeting. If you can't attend the meeting, please send a representative with a valid, fully executed power of attorney instead. If applicable, you'll need proof that you're representing a trust, partnership, co-op, or condo. The Housing Recovery Specialist will tell you if any additional documents are required.

### Proof of Identity

If there are multiple property owners, **each owner** must provide proof. Expired documents will be accepted.

**ONE of these is required:**

- Driver's License
- State Issued Identification Card
- Passport
- Passport Card
- Permanent Resident Card
- Military ID
- Other Official State or Federal Photo ID

### Proof of Citizenship or Qualified Alien Status

If there are multiple property owners, **only the primary applicant** must provide proof. Expired documents will be accepted.

**This is preferred:**

- FEMA Award for Individual Housing Assistance

**If you do not have a FEMA Award, ONE of these is required:**

- US Passport
- US Passport Card
- US Birth Certificate
- Certificate of Naturalization
- Certificate of Citizenship
- NY State Enhanced Driver's License (EDL)
- NY State Enhanced Non-Driver Photo ID Card (ENDID)

**If you are NOT a US citizen, ONE of these is required:**

- Alien Number
- I-94 Admission Number

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## Proof of Ownership

**ONE of these is required:**

- Property Deed
- Other proof of property ownership with Build it Back applicant name(s) verifying ownership

## Proof of Household Income

**If you own and live in your residence, BOTH of these documents are required :**

- Signed Certification of Income for the entire household
- 2012 IRS I040 or I040A or I040EZ Tax Return Long Form for each member of the household

**If you do not have a I040 form, please provide information about the following sources of income:**

- Wages, salaries, tips, etc. (documented with the 6 most recent consecutive paystubs)
- Taxable interest
- Dividends
- Taxable refunds, credits or offsets of state and local income taxes; for exceptions, refer to Form I040 instructions
- Alimony (or separate maintenance payments) received
- Business income (or loss)
- Capital gain (or loss)
- Other gains (or losses) (i.e., assets used in a trade or business that were exchanged or sold)
- Taxable amount of individual retirement account (IRA) distributions (includes simplified employee pension [SEP] and savings incentive match plan for employees [SIMPLE] IRA)
- Taxable amount of pension and annuity payments
- Rental real estate, royalties, partnerships, S corporations, trusts, etc.
- Farm income (or loss)
- Unemployment compensation payments
- Social Security Income
- Taxable amount of social security benefits
- Other income (includes: prizes and awards; gambling, lottery or raffle winnings; jury duty fees; Alaska permanent fund dividends; reimbursements for amounts deducted in previous years; income from the rental of property if not in the business of renting such property; and income from an activity not engaged in for profit)

**If you are a landlord of a residence(s) occupied by tenants, this is required:**

*Note: If you are an owner living in your home and you have a tenant(s) you must also bring the documents listed above as Proof of Household Income for your own household.*

- Signed Certification of Income Form for Tenants filled out by tenants for each unit in the building

## Proof of Primary Residency or Year Round Tenancy

*Note: Vacation homes and seasonal rental properties are not eligible for Build it Back.*

**This is preferred:**

- Proof of receipt of FEMA housing REPAIR or REPLACEMENT benefits for the damaged property address

**OR**

**(continues on next page)**

## ONE of the following:

*Note: Document must show the applicant name(s), date issued, and the damaged property address.*

- Proof of 2012 School Tax Relief (STAR) / 2012 Homestead Exemption
- Government issued identification (ex: Driver's License, ID, Passport) issued before October 28, 2012, and expiring on or after October 28, 2012
- 2012 Federal Tax Return
- 2012 Tax Return Transcript
- Vehicle Registration or Renewal for 2012
- Certificate of Title for Vehicle Issued in 2012
  
- Receipt of government benefits received for at least one month between September 2012 and May 2013, including, but not limited to:
  - Social Security (All types including, but not limited to, Retirement, SSDI, SSI and Survivors)
  - Temporary Assistance for Needy Families (TANF)
  - Medicare
  - New York Child Health Plus (CHIP)
  - New York Head Start
  - New York Low Income Home Energy Assistance Program (LIHEAP)
  - New York Medicaid
  - New York Special Supplemental Nutrition Program or Women, Infants and Children (WIC)
  - New York State Supplemental Nutrition Assistance Program (SNAP)
  - New York Temporary Assistance (TA)
  - New York Unemployment Insurance
  
- Copy of water, electric or gas bill(s) showing service for the six (6) months prior to October 28, 2012 showing usage consistent with primary residency as judged by the Program's eligibility review team
- Letter from a water, electric or gas service provider stating that service was provided in the name of the applicant(s) for the six (6) months prior to October 28, 2012, and that the level of service was consistent with a primary residence
- Other documentation from a government or commercial source which would tend to evidence that the applicant resided at the address listed on the application on October 28, 2012, as their primary residence. Non-standard documentation is subject to review and approval by the Program

## Documentation of Other Assistance Received (if applicable)

### If applicable, these are required:

- FEMA (registration number, structural damage award and amounts)
- Small Business Administration (SBA loan approved/received, amount, and application number)
- Flood Insurance NFIP
  - Flood insurance at time of storm and now
  - Flood insurance coverage—contents and/or structure
  - Claim amounts received, deductibles, and lawsuits
- Homeowners Insurance
  - Homeowners policy in place at time of storm and now
  - Homeowners coverage—hazard, contents, flood
  - Filed insurance claim, amount received, deductible amount, lawsuits
  - Insurance Company Information
- Other Assistance Received
  - NYC Rapid Repair assistance received
  - Type of assistance received
  - Other financial assistance (ICC Elevation Grant, etc.)