

## **Prepare Your Documents**

Please gather the following materials as soon as possible. Doing so before your first meeting with your Housing Recovery Specialist may speed up your application process.

### **Identity:**

For the Applicant and co-Applicant:

- Government issued photo ID for both the Applicant and Co-Applicant (Driver's license, Passport, Permanent Resident card , Military ID)

### **Income:**

Income for each member of the household 18 or older:

- 1040 form or all W2s and 1099s Paystubs /or proof of repeated bank deposits from employer

### **Primary Residence:**

In addition to a government-issued ID showing the address of the damaged building (your primary residence), provide one of the following, showing the same address:

- Copy of 2012 federal tax return
- Document displaying receipt of government benefits (e.g. social security). Must be dated between September 2012 and May 2013.
- Vehicle registration certificate.
- Utility bill displaying 12 months of usage at your primary residence.

### **Documentation of private insurance claim or settlement (if applicable)**

If you've either made a private insurance claim or received a settlement for the Sandy-damaged structure, you will be asked to provide all of the following:

- Amount claimed/received for structure
- Insurance company name
- Agent's name and phone number
- Policy date
- Policy number
- Claim number
- Receipts showing expenditure on repairs to damage caused by Sandy

You may have already received funds intended for Sandy-related rehabilitation and repair. These may have come from FEMA, SBA, the National Flood Insurance Program, New York State Assistance or philanthropic groups. If so, please provide receipts and other documentation demonstrating that these funds were spent appropriately, according to your funding source.