

Applicant Checklist for SHIP Disaster Assistance

Please provide the information listed below to ensure that your application will be processed in an expedited manner.

- Housing Intake Application;
- Properly executed Eligibility Release Form;
- FEMA Award/Denial Letter;
- Small Business Administration (SBA) Award/Denial Letter;
- Homeowner's Insurance Policy showing deductible
- Copy of the applicant's driver's license (or a state issued photo ID);
- Copy of Social Security Card;
- Proof of ownership (Warranty Deed) in applicant's name;
- Provide any and all proof of income for individuals that live at the property and that are over the age of 18;
- Most recent 3 months of bank statements;
- Last 2 months of consecutive pay check stubs;
- Current copy of Social Security statement/award letter;
- Current copy of retirement/pension statements;
- Current copy of unemployment statement;
- Photos of house damage;
- Copy of receipts for the home repairs that have been made to the damaged property (write name and property address on receipts) **OR** 3 repair estimates from a licensed & insured contractor (per Flagler County Purchasing Policy), if paying contractor direct and not deductible; AND
- Settlement statement from insurance company detailing repairs, deductible etc. - if using insurance company. Proof of payment to contractor will also be required before funds issued.