



Intake Meeting Checklist

Homeowner Name(s): _____ Parcel Code- _____

Buyout Property Address: _____

Case Manager: _____

REQUIRED DOCUMENTATION:		Received Date	QA Audit
1.	Signed Buyout Program Application.		
2.	State Issued Photo ID/ Death Certificates for all property owner(s).		
3.	Power of Attorney/ Estate/ Trust/ LLC/ Corporation documentation (if applicable).		
4.	Deed and tax receipts showing ownership status of the buyout property.		
5.	Copy of any liens or recordings against the deed.		
6.	Property mortgage amount-before insurance benefits or other awards. Information regarding the mortgage including the owner/servicer of the mortgage, and any home equity loans or second mortgages taken against the property.		
7.	Household income information including signed tax returns and pay stubs for income earned.		
DUPLICATION OF BENEFITS INFORMATION:			
8.	Flood Insurance - including the name of the insurance companies and policy information, receipts or correspondence related to payments received/pending. (Declaration page covering August 2017 and claim information)		
9.	Homeowner's Insurance - including the name of the insurance companies and policy information, receipts or correspondence related to payments received/pending. (Declaration page covering August 2017 and claim information)		
10.	Small Business Administration (SBA) Disaster Loan – including award information, or correspondence related to loans approved/received/pending. (Any denial or approval letters)		
11.	FEMA Assistance for Repair/Replacement – including payment information, or correspondence related to payments approved/received/pending. (Award letters for all disbursements- Disasterassistance.gov)		
12.	Evidence of other governmental and/or non-governmental sources of disaster relief. Including any down payment assistance you may have received from the state or county to purchase your home.		
13.	Information related to any environmental issues (Example: lead, asbestos, oil tanks) that have been flagged on the property and evidence of any remediation completed.		
OTHER DOCUMENTATION IF APPLICABLE:			
14.	Property survey or tax map showing the location and size of the property.		
15.	Receipts for eligible repair expenses paid related to the property or relocation expenses– including cancelled checks documenting any completed storm repair costs.		
16.	Information on any rental income is reported by the property owner.		
17.	Receipts and lease/letter from landlord for rental expenses paid while homeowner could not occupy their home and were living elsewhere.		
18.	Any appraisals prepared for the property within the 6 months immediately prior to the storm.		
19.	Damage estimates received for storm damage.		

Case Manager Signature

Date

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