# HOMEOWNER BUYOUT PROGRAM
## DOCUMENT CHECKLIST

### GOVERNMENT-ISSUED PHOTO IDENTIFICATION FOR APPLICANT(S) (ONE OF THE FOLLOWING)

- ☐ Driver's license
- ☐ State-issued ID
- ☐ U.S. passport

### INCOME INFORMATION FOR ALL ADULT HOUSEHOLD MEMBERS

Include income information for all low- to moderate-income adult household members (18 years or older).

**OPTION 1 (preferred)**

- ☐ 2020 tax returns (1040) signed and submitted (or most recent tax return filed with 2020 extension request)

**OPTION 2**

- ☐ Benefits: Social Security or disability, retirement, TANF, pension or annuity (should include benefit amount in current letter of benefits)
- ☐ Unemployment income: current letter of benefits or Louisiana Workforce Commission printout of benefits (should include benefit amount)

### PROOF OF OWNERSHIP

If we are unable to verify ownership per the 2020 tax rolls, you may be required to provide one of the following:

- ☐ Property tax records
- ☐ Warranty deed
- ☐ Fee simple title
- ☐ 99-year leasehold interest as the lessee
- ☐ Life estate/trusts/usufruct
- ☐ Court order/judgment/succession/affidavit of small estates
- ☐ Proof of mortgage (can only be used in conjunction with other ownership documents—must be dated at or before the time of application)
- ☐ Act of donation

### PROOF OF PRIMARY RESIDENCY/OCUPANCY

If a homeowner has a homestead tax exemption for the 2020 tax year, it is not necessary to provide additional documentation as proof of occupancy/primary residency. If not, all records must be from the month preceding or month of the buyout announcement and must match the name and damaged property address on the application.

Acceptable documentation includes one of the following:

- ☐ 2020 tax records demonstrating homestead exemption for the property
- ☐ Copy of utility bill (electric, gas, water, trash, sewage, cable or landline phone bill) showing sufficient usage
- ☐ Letter from electric, gas, water, sewage, cable or landline phone company attesting to sufficient usage
- ☐ Voter registration records
- ☐ Bank statement
- ☐ Copy of credit card bill
- ☐ Homeowners insurance policy at time of buyout announcement (declarations page)

### PROOF OF CLEAR TITLE

If the property has any existing liens or mortgages, you must provide documents proving these have been closed out. The state can provide limited legal assistance if needed.

### DOCUMENTS THAT MAY BE REQUIRED AT CLOSING

- ☐ Proof of current flood insurance and elevation certificate*
- ☐ Power of attorney (if applicable)
- ☐ Escrow check for applicants with replacement property responsibility*
- ☐ Completed program forms

* Applies to landlords seeking the incentive award

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