

STATEWIDE BUYOUT PROGRAM

DOCUMENT CHECKLIST

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

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| <input type="checkbox"/> Driver's license | <input type="checkbox"/> State-issued ID | <input type="checkbox"/> U.S. passport |
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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)

- ☐ The previous year's tax returns (1040) signed and submitted
(or most recent tax return filed with 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 previous year's tax rolls, you may be required to provide one of the following:

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| <ul style="list-style-type: none"> <input type="checkbox"/> Property tax records <input type="checkbox"/> Warranty deed <input type="checkbox"/> Fee simple title <input type="checkbox"/> 99-year leasehold interest as the lessee <input type="checkbox"/> Life estate/trusts/usufruct | <ul style="list-style-type: none"> <input type="checkbox"/> Court order/judgment/succession/affidavit of small estates <input type="checkbox"/> Proof of mortgage <i>(can only be used in conjunction with other ownership documents—must be dated at or before the time of application)</i> <input type="checkbox"/> Act of donation |
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PROOF OF PRIMARY RESIDENCY/OCCUPANCY

If a homeowner has a homestead tax exemption for the previous 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:

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| <ul style="list-style-type: none"> <input type="checkbox"/> The previous year's tax records demonstrating homestead exemption for the property <input type="checkbox"/> Copy of utility bill (electric, gas, water, trash, sewage, cable or landline phone bill) showing sufficient usage <input type="checkbox"/> Letter from electric, gas, water, sewage, cable or landline phone company attesting to sufficient usage | <ul style="list-style-type: none"> <input type="checkbox"/> Voter registration records <input type="checkbox"/> Bank statement <input type="checkbox"/> Copy of credit card bill <input type="checkbox"/> Homeowners insurance policy at time of buyout announcement <i>(declarations page)</i> |
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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

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| <ul style="list-style-type: none"> <input type="checkbox"/> Proof of current flood insurance and elevation certificate* <input type="checkbox"/> Power of attorney <i>(if applicable)</i> | <ul style="list-style-type: none"> <input type="checkbox"/> Escrow check for applicants with replacement property responsibility* <input type="checkbox"/> Completed program forms |
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* Applies to landlords seeking the incentive award