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| **DOCUMENTATION TO VERIFY OCCUPANCY** |
| **Document Types, Descriptions,** **and Required Elements** | **Acceptable Document Dates** |
| **Utility Bills:** Electric, gas, oil, trash, water/sewer bills that reflect the name of the applicant or co-applicant and the disaster­ damaged residence address. | Utility bills must be dated within one year prior to the disaster or within the period of assistance. |
| **Other Bills:** Bank or credit card bill, phone bill, cable/satellite bill, medical provider's bill, etc., that reflect the name of the applicant or co-applicant and the disaster-damagedresidence address. | Bills or invoices must be dated within one year prior to the disaster or within the period of assistance. |
| **Employer's Documents:** Pay stubs or similar documents received before the disaster, or a letter or other written statement from an employer prepared after the disaster, that reflects the name of the applicant or co-­applicant and the disaster-damaged residence address. The letter or written statement must include the name and telephone number of the individual or organization providing verification. | Employer's documents must be dated within one year prior to the disaster or within the period of assistance. |
| **Lease/Housing Agreement:** Copy of a written lease, housing agreement, or a letter or other written statement from the landlord that includes:* the name of the applicant or co-applicant
* the landlord's contact information
* the basic terms of tenancy including:
	+ the location of the pre-disaster unit,
	+ duration of the lease confirming that the applicant lived there at the time of the disaster,
	+ signatures from both the applicant or co-applicant and the landlord.

FEMA will accept a lease or housing agreement without a signature from the landlord, but FEMA must be able to verify the lease with the landlord.  | Documents must be current/effective during the disaster incident period but may be dated within the period of assistance. |
| **Rent Receipts:** Copy of a rent receipt or bank statement (e.g., an image of the cancelled rent check) that reflects the name of the applicant or co-applicant, the landlord's contact information, and the address of the pre-­disaster housing unit. | Rent receipts must be dated within one year prior to the disaster or within the period of assistance. |

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| **DOCUMENTATION TO VERIFY OCCUPANCY** |
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| **Public Official's Documents:** Documentation received before the disaster from a public official (e.g., Police Chief, Mayor, Postmaster, federal, state, local, tribal, or territorial government official) that includes the name of the applicant or co­ applicant and the disaster-damaged residence address or a letter or other written statement prepared after the disaster that includes the name of the applicant or co-applicant, the disaster-damaged residence address, and that the applicant or co-applicant occupied the disaster-damaged dwelling at the time of the disaster. The letter or written statement must include the name and telephone number of the public official providing verification. | Public official's document must be dated within one year prior to the disaster or within the period of assistance. |
| **Identification Cards:** Driver's license, state issued ID card, or voter registration card that reflects the name of the applicant or co­ applicant and the disaster-damaged residence address. | Identification documents must be issued and dated prior to the incident start date and current (not expired) at the time of the disaster. |
| **Social Service Organization Documents:**Documentation received before the disaster from a social service organization that provided pre-disaster services to the applicant (e.g., Center for Independent Living, Meals on Wheels, the National Urban League, etc.) and includes the name of the applicant or co­ applicant and the disaster-damaged residence address or a letter or other written statement from the organization prepared after the disaster verifying that the applicant or co­ applicant occupied the disaster-damaged dwelling address at the time of the disaster. The letter or written statement must include the name and telephone number of the individual or organization providing verification. | The social service organization documents must be dated within one year prior to the disaster or within the period of assistance. |
| **Local School Documents:** Documentation received from a public or private school or the school district before the disaster that include the child's disaster-damaged residence and the name of the applicant or co-applicant, or a letter or other written statement from the school or school district prepared after the disaster verifying the child's residence at the time of the disaster and includes, in the case of a dependent, the name of the applicant or co-applicant. The letter or written statement must include the name and telephone number of the individual or organization providing verification. | The local school district documents must be dated within one year prior to the disaster or within the period of assistance. |

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| **DOCUMENTATION TO VERIFY OCCUPANCY** |
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| **Federal or State Benefit Documents:**Documents received before the disaster from a federal or state agency that provided benefits to the applicant (e.g., Supplemental Nutrition Assistance Program (SNAP), stimulus checks, etc.) and includes the name of the applicant or co-applicant and the disaster-damaged residence address or a letter or other written statement from the organization prepared after the disaster verifying that the applicant or co-applicant occupied the disaster-damaged dwelling address at the time of the disaster. The letter or written statement must include the name and telephone number of the individual or organization providing verification. | The federal or state agency benefits documents must be dated within one year prior to the disaster or within the period of assistance. |
| **Motor Vehicle Registration:** Copy of a motor vehicle registration which shows that the vehicle was registered to the applicant or co-applicant at the disaster-damaged residence address. | The motor vehicle registration must be issued within one year prior to the disaster or within the period of assistance and current (not expired) at the time of the disaster. |
| **Affidavits of Residency or Court Documentation:** Copy of court documentation (e.g., a summons) which notes the name of the applicant or co-applicant and the disaster-damaged residence address. | Affidavits of residency or other court documentation must be dated within one year prior to the disaster or within the period of assistance. |
| **Mobile Home Park Documents:** In the case of mobile homes or travel trailers located in a mobile home park, the applicant or co­ applicant may submit a letter or other written statement from the park owner or manager, which states that the applicant or co-applicant occupied the disaster-damaged dwelling at the time of the disaster. The letter or written statement must include the name and telephone number of the individual providingverification. | The mobile home park owner's or manager's documents must be dated current/effective during the disaster incident period but may be dated within the period of assistance. |

**DOCUMENTATION TO VERIFY OCCUPANCY**

**MOBILE HOME EXCEPTION**

**Proof of Occupancy Self-Declarative Statement**:

If the listed documentation in the above *Documentation to Verify Occupancy* chart is unavailable, FEMA may accept a written self-declarative statement as a last resort from applicants whose **pre-disaster residence was a mobile home or travel trailer**, as applicants residing in a mobile home or travel trailer may experience challenges with obtaining occupancy documentation. FEMA may also accept a written self-declarative statement as a last resort from applicants living in insular areas, islands, and tribal lands. Self-declarative statements may be written post-disaster and ***must*** be provided to FEMA in writing to be maintained in the applicant's file, not solely viewed by an inspector.

The self-declarative statement must include:

* the address of the disaster-damaged residence;
* length of time the applicant lived in the disaster-damaged residence prior to the Presidential disaster declaration;
* the major elements of the following statement and additional explanation:

"I have made a good faith effort, in coordination with FEMA, to obtain and provide a copy of acceptable occupancy documentation. I was unable to obtain this documentation because [*provide an explanation of the circumstances that prevent standard occupancy verification to include why the other document types were not available to the applicant or how the available documents do not meet FEMA's requirements*]. I hereby declare under penalty of perjury that the foregoing is true and correct."; and

* the applicant's name and signature.
* If possible, the applicant should also provide any documents from the *Documentation to Verify Occupancy* chart, even if they do not meet all the requirements for the document type, to further support their claim.
* Self-declarative statements may be written post-disaster. FEMA will not accept a declarative statement of ownership for pre-disaster squatters or when conflicting documentation available to FEMA contradicts the declarative statement.
* In instances where multiple applicants claim they are the owner-occupant, an applicant who provides other acceptable ownership documentation may be determined eligible when all other applicants claiming ownership for the same address provide self-declarations of ownership. If all claimants provide self-declarative statements, the first applicant to meet all eligibility and documentation criteria will be awarded the Housing Assistance funds.

**RESOURCES**

**FEMA Individual Assistance Program and Policy Guide (IAPPG)**

<https://www.fema.gov/sites/default/files/documents/fema_iappg-1.1.pdf>

Chapter 3, Section II.A.4. of the IAPPG

**FEMA’s September 2, 2021 Memorandum, SUBJECT: Amendment to FP 104-009-03, Individual Assistance Program and Policy Guide, Version 1.1**

<https://www.fema.gov/sites/default/files/documents/fema_individual-assistance-program-and-policy-guide-iappg-policy-amendments-memo-9.2.21_signed.pdf>