FAX

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| --- | --- | --- | --- |
| To: | FEMA Individuals and Households Program | From: | Applicant First M. Last |
| Fax: | 800-827-8112 | Fax: | 606-###-#### |
| Phone: | 800-621-3362 | Phone: | 606-###-#### |
| Subject: | Proof of Ownership/Occupancy  Appeal Letter | Date: | Month Day, 2025 |

|  |  |
| --- | --- |
| No. Pages: | \_\_\_\_ (Including Cover Sheet) |

# Comments:

**Applicant Name:**  Applicant First M. Last

**FEMA Registration No.:**  6########

**Disaster No.:**  DR-4860-KY (Kentucky Severe Storms, Straight-line Winds, Flooding, Landslides, and Mudslides)

**Pre-disaster Address:**  Physical address, City, County, KY Zip

**Post-disaster Address:**  Physical address, City, County, KY Zip

**Mailing Address:**  Mailing address, City, County, KY Zip

**Applicant Phone No.:** 606-###-####

**Date of Appeal:**  Month Day, 2025

**Attachments**:

1. Signed Release of Information Form
2. Proof of Ownership/Occupancy Appeal Letter
3. Supporting Document
4. Supporting Document
5. Supporting Document
6. FEMA’s September 2, 2021 Memorandum, SUBJECT: Amendment to FP 104-009-03, Individual Assistance Program and Policy Guide, Version 1.1

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**A close-up of a warning

AI-generated content may be incorrect.**

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**Insert signed FEMA Release of Information pages (2)**

FEMA Release of Information form:

<https://www.fema.gov/sites/default/files/documents/fema_form_ff-104-fy-21-118.pdf>

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**PROOF OF OWNERSHIP/OCCUPANCY APPEAL LETTER**

FEMA:

I, **First M. Last**, was denied Housing Assistance for my damaged home at **Physical address, City, County, Kentucky Zip** because ownership/occupancy was not verified. I am appealing the decision and providing acceptable proof of ownership/occupancy pursuant to FEMA’s September 2, 2021 Memorandum, SUBJECT: Amendment to FP 104-009-03, Individual Assistance Program and Policy Guide, Version 1.1 (“the Memorandum”) addressed below and attached to this letter. If applicable, please waive the 60-day appeal window because I have been trying to obtain acceptable documentation.

I have made a good faith effort to obtain and provide a copy of acceptable ownership/occupancy documentation. I have been unable to obtain this documentation because I have been under significant stress working through the disaster recovery process.

The Documentation to Verify Occupancy on pages 2-5 and Documentation to Verify Ownership on pages 6-8 of the Memorandum state that FEMA will accept alternative documentation of ownership and/or occupancy if FEMA is unable to verify same through a public records search. I have attached the following documentation with my appeal letter:

1. Supporting Document
2. Supporting Document
3. Supporting Document

Please waive the 60-day appeal window, if applicable, and provide **an additional home inspection**. Please reconsider me for the maximum amount of Housing Assistance and Other Needs/Personal Property Assistance for the damages to my primary disaster-damaged residence and personal property due to DR-4860-KY (Kentucky Severe Storms, Straight-line Winds, Flooding, Landslides, and Mudslides).

I hereby declare under penalty of perjury that the foregoing is true and correct.

Sincerely,

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR ELECTRONIC SIGNATURE:**

**/s/ *Applicant First M. Last***

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**Insert alternative supporting documents proving ownership and/or occupancy**

**List of alternative occupancy documents:** [**Documentation to Verify Occupancy Chart.docx**](https://ardfky.sharepoint.com/:w:/g/EevEJ3Cv-41NkpDT33S3risB5883dI4CohgjMbTDZImK5A?e=qKsVHq)

**List of alternative ownership documents:** [**Documentation to Verify Ownership Chart.docx**](https://ardfky.sharepoint.com/:w:/g/EWyIFVsngW1ErkUbfLy6QnsBfdq8nIEOwgnf2KFCqmLOvQ?e=kCV3tM)

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**Insert entire FEMA September 2021 Ownership and Occupancy Memo**

**(link below)**

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

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**FINAL PAGE OF APPEAL**

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