

## **Manufactured Home Replacement and Elevation Program (MHRE) Application Documentation Checklist**

These documents may be required to submit an application for the MHRE program based on individual circumstances. All required documents must be attached to the application prior to submittal.

### Application Submission Documentation:

- Completed MHRE Intake Application. (required)
- MHRE Grant Application Certifications Form. (required)
- Fraud Acknowledgement Statement. (required)
- Consent and Authorization to Release Information. (required)
- MHRE Right of Entry Authorization and Agreement. (required)
- MHRE Conflict of Interest Affidavit. (required)
- Income Tax release(s) Form (4506 C) (required)
- MHRE Lot Rent Attestation Form (required)
  
- Communication Designee Authorization Form. (if applicable)
- Flood Insurance Acknowledgement (if applicable).
- Power of Attorney (POA) (if applicable).
- Co-Owner Consent Form. (if applicable)
- Alias Statement Template (if applicable)

### Proof of Identity:

Applicants may submit one of the following:

- Driver's License or State Identification Card
- Military Identification Card
- Passport
- Other government issued photo ID

**Note:** For other potential forms of ID not listed above, see Management

Verification of Ownership:

- Certificate of Title from the Department of Housing and Community Development dated at least 60 days prior to disaster: or
- Bill of Sale dated at least 60 days prior to the disaster and proof that the unit is lien free.

Verification of Occupancy at The Time of The Disaster:

- Driver's license reflecting damaged address, issued at least 60 days prior to the disaster, or
- Proof of FEMA Individual Assistance for the unit, or
- Primary residence homeowner property tax exemption from the year of the disaster, or
- Tax return from the year of disaster with damage address, or
- Voter Registration from at least 60 days prior to the disaster, or
- Insurance policy covering at least 60 prior to the disaster, or
- Copy of electric, gas, cable, internet, or phone bill at least 60 days prior to the disaster. The utility bill mailing address must match the property address and the address at which utilizes were provided, or
- Utility company letter confirming service at least 60 days before the disaster; or
- Copy of lease agreement covering at least 60 days prior to the disaster

Proof of Damage from the Disaster and Disaster Assistance (as applicable):

- SBA Funding
- FEMA Award/Denial Letter.
- Small Business Administration (SBA) Award/Denial Letter.
- Private Insurance Letter (*If you did not have private insurance, a written, signed and dated statement indicating that you had no private insurance will be acceptable.*)
- Copy of receipts for the home repairs that have been made to the damaged property (write name and property address on receipts).
- Charity (Faith-based, non-profit, etc.)
- Other documentation as applicable

Provide one or more of the following as applicable for individuals 18 or older currently living in the home:

- Zero Income Certification Form – Only if claiming zero income
- 3 paystubs from the most recent 90-day period prior to the date of the application (they do not need to be consecutive unless the pay frequency is monthly)
- Current copy of social security statement/award letter.
- Current copy of retirement/pension statements.
- Current copy of unemployment benefits statement.
- Copy of court-ordered alimony/spousal support documentation and verification of receipt of payments for the most recent 90-days.
- Most recently filed Tax Returns (1040A, 1040); and
- Current Profit and Loss statement (if self-employed).

Other Required Documentation:

- Copy of executed lease agreement if available

MHRE Application Eligibility Documentation Checklist – June 15, 2026