

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 with Applicant Eligibility Checklist. (required)
- MHRE Grant Application Certifications Form. (required)
- Fraud Acknowledgement Statement. (required)
- Consent and Authorization to Release Information. (required)
- Communication Designee Authorization Form. (if applicable)
- Flood Insurance Acknowledgement (if applicable).
- Power of Attorney (POA) (if applicable).
- Co-Owner Consent Form. (if applicable)
- MHRE Program Right of Entry Authorization and Agreement. (required)
- Verification of Disability (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

Proof of Ownership:

- Certificate of Title from the Department of Housing and Community Development
- Bill of Sale and proof that the unit is lien free.

Proof Of Primary Residency at The Time of The Disaster:

- Proof of FEMA Individual Assistance.
- Primary residence homeowner property tax exemption.
- Tax return from the year of disaster with damage address.

Other – Affidavit with a least one of the following supporting documentations:

- Voter Registration.
- Driver's license covering the period of the disaster.
- Insurance policy covering the period of the disaster.
- Utility bill from the month proceeding or month of the disaster; or
- Utility company letter confirming service in the month prior or the month of the disaster; or
- Copy of lease agreement at the time of 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 any and all proof of income for individuals that live at the property and that are over the age of 18 including, but not limited to, the following:

- Household Income Certification Form
- Income Tax release(s) Form (4506T)
- Zero Income Certification Form – Only if claiming zero income
- 6 months of bank statements.
- Last 3 consecutive months of paycheck stubs.
- 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 – April 14, 2026