|  |
| --- |
| **Applicant/Co-Applicant Information** |
| **Applicant Name:**  | **Co-Applicant Name:**  |
| **Physical Address:**  |
| **City:**   | **State: Texas** | **ZIP Code:**  |
| Did the property owner receive any form of assistance for the repair and/or replacement of the home after the event? [ ] Yes [ ] No * Stop here if checked **No**, sign and date form.
* If **Yes**, enter the amount of previous assistance received and complete the checklist below: **$**
 |
| **Part A: Receipts Provided:** [ ]  **Yes** [ ]  **No (If No, Continue with Part B)** |
| Do all receipts provided document the full amount of the housing repair and/or replacement assistance previously received? [ ] Yes [ ] No |
| Are receipts dated after time of the event? [ ] Yes [ ] No |
| Have items not related to eligible housing repair been removed? [ ] Yes [ ] No |
| Have temporary housing receipts been removed? [ ] Yes [ ] No |
| ***If any of the boxes in this section are checked No, DO NOT approve Setup.******Obtain necessary documentation to proceed.*** |
| **Part B: Documentation Provided in Lieu of Receipts:** [ ]  **Yes** [ ]  **No** |
| [ ] Yes [ ] No [ ] N/A | Did the applicant provide a copy of a cashier’s check or documentation of applicable funds for GAP funds owed? |
| [ ] Yes [ ] No [ ] N/A | Does the amount of the cashier’s check or money order cover all the GAP owed? |
| [ ] Yes [ ] No [ ] N/A | Did the applicant provide a copy of a document itemizing costs of the home repairs made? |
| [ ] Yes [ ] No [ ] N/A | Do the Inspection Report of Previous Repairs (IRPR) and self-certification (if applicable) confirm all funds used for home repair? |
| [ ] Yes [ ] No [ ] N/A | Did the applicant provide a copy of a report from an entity that has the authority to act on allegations of contractor fraud? (i.e., Office of the Attorney General, Policy Department, HUD Office of Inspector General, etc.)  |
| [ ] Yes [ ] No [ ] N/A | Does the amount of the contractor fraud cover all GAP owed? |
| [ ] Yes [ ] No [ ] N/A | Did the applicant provide a copy of the forced mortgage letter or payoff notice? *\*\*This is a rare occurrence and must be approved by the grant manager.* |
| [ ] Yes [ ] No [ ] N/A | Does the amount of the forced mortgage payoff cover all GAP owed? |
| [ ] Yes [ ] No [ ] N/A | Does the DOB Calculation Form illustrate the applicant selected a lesser option?  |
| ***If any of the boxes in this section are checked No, DO NOT approve Setup.******Obtain necessary documentation to proceed.*** |
| **Signature(s)** |
| Under penalties of perjury, I certify that the information presented in this document is true and accurate to the best of my knowledge and belief. I further understand that providing false representations herein constitutes an act of fraud. False, misleading, or incomplete information may result in my ineligibility to participate in Programs that will accept this document. **Warning: Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729.** |
| **GLO’s Designated Representative (“GDR”) Printed Name:**  | **Date:**   |
| **GLO’s Designated Representative (“GDR”) Signature:**  |
| **Applicant Printed Name:**   | **Date:**   |
| **Applicant Signature:**   |
| **Co-Applicant Printed Name:**   | **Date:**   |
| **Co-Applicant Signature:**   |