

PLEASE ATTACH ADDITIONAL DOCUMENTATION
REQUIRED TO COMPLETE APPLICATION

ASP staff can assist with completion of these documents, please call 423-854-8800 if you need assistance.

ALL APPLICANTS:

- Copy of photo ID of applicant
- Income verification for all sources of income for all residents over the age of 18. Acceptable documents include:
 - Last 3 of Paystubs/Pension or Verification of Employment Letter signed by employer
 - SSI/SS Awards Letter
 - Court ordered payment letter
 - If needed, work with staff to identify other paper that documents income
 - If no income, ASP can provide you with a Verification of Zero Income form.
- Verification of any “Disaster Recovery Funding” listed on page 4
 - FEMA award letter
 - Insurance award letter (if applicable) OR signed and dated letter of no insurance (template attached)
 - SBA Loan award or decline letter (if applicable)
- Deed to the house (The name on the deed must be the name on the application) OR copy of rental contract with notarized letter signed by landlord confirming residency at time of flood