RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
NEIGHBORHOOD RECLAIM PROGRAM
Required Documents Checklist

Before You Apply: Please review the Program Overview to ensure you meet the eligibility requirements. Use this checklist to gather and prepare the required documents before submitting your application through the Neighborly online portal. Only submit documents applicable to your household and individual circumstances. Please note that additional documentation may be requested during the application review process.

Application and Identity

☐ Completed and signed program application (applicant and co-applicant, if applicable).

☐ Valid government-issued photo identification for each applicant/co-applicant (driver's license, passport, or state ID).

☐ Marriage certificate if married applicants have different last names (if applicable).

☐ Completed Social Security affidavit; original Social Security cards for all household members for in-person verification, as required by CRA procedures.

Household Income and Financial Documentation

☐ Proof of income for each household member age 18 or older; submit all sources that apply.

☐ Three most recent consecutive pay stubs (if employed).

☐ Child support documentation: court order, divorce decree, or issuing agency statement (if applicable).

☐ Alimony/palimony documentation: court order or divorce decree (if applicable).

☐ Social Security benefit award letter (if applicable).

☐ Three most recent pension/retirement statements (if applicable).

☐ Two most recent years of signed and dated federal tax returns with W-2s, 1099s, and schedules; three years if self-employed.

☐ If self-employed: profit-and-loss statements for the past two years and accountant's projection of anticipated net business income for the next 12 months.

☐ Six months of statements for all bank accounts.

☐ If self-employed through a registered business: Florida Division of Corporations record identifying the business, registered agent, and officers/directors (if applicable), and IRS EIN assignment letter (if applicable).

Property Ownership and Occupancy

☐ Copy of recorded deed (warranty deed or quitclaim deed) showing ownership.

☐ Proof of homestead exemption and primary residence occupancy.

☐ Proof that property taxes are current (tax receipt, front and back of cleared check, or lender statement showing taxes paid).

☐ Most recent mortgage statement(s), if the property is mortgaged.

☐ Proof of current homeowners' insurance and flood insurance, if applicable.

Things to Know

- Provide additional property or repair documentation requested by CRA staff (if applicable).
- CRA will establish the proposed scope of work and seek up to three contractor estimates, as appropriate; applicants are not required to obtain these estimates independently.
- If the approved cost to complete rehabilitation exceeds the $100,000 program maximum, provide verification of funds available to cover the difference before project approval, if requested.
- The CRA coordinates home inspections and contractor estimates. Do not begin rehabilitation work before CRA authorization.
- To ensure continued compliance with the primary residence requirement, homeowners will be required to complete an annual Owner-Occupancy Certification throughout the fifteen-year restriction period. The CRA may request reasonable supporting documentation, including a valid government-issued identification card, utility bill, proof of

homestead exemption, or other acceptable evidence confirming that the assisted property remains the homeowner's primary residence.

This checklist is for applicant preparation. Final documentation requirements are subject to the CRA's approved program guidelines and application instructions.