



Rebuild Bay County, Inc Application for Recovery Services

Rebuild Bay County, Inc. (RBCI) assists local residents in repairing their homes that were damaged by a local disaster event. RBCI utilizes a combination of volunteers, and subcontractors to complete the repairs on our clients' homes. Other recovery services are provided in collaboration, as much as possible, with various other organizations, agencies and individuals. Priority is given to providing a **safe, sanitary, and functioning** home that will continue to serve as the primary place of residence.

To be eligible for RBCI's recovery program the applicant must have lived in the home during the date of the disaster event, and for home repairs, meet the following:

- Own their home and possess a clear title—ownership must not be contested.
- Own only one property which will serve as the owner's primary residence upon completion of repairs or recovery services.
- Unable to afford a market-rate contractor.
- Be able to sustain homeownership.

Filling out this application is the FIRST STEP in our process. The next steps are:

A Case Manager will be assigned to your case and will be your point of contact throughout the application and recovery process.

Step 1: You will need to gather the documents listed on the next page. Your application will not move forward until all of these documents are submitted. If repairs are requested, as able, please also submit before and after photos of the home prior to being damaged by the disaster event.

Step 2: Your Case Manager will present your application to the client services team to determine if you are eligible. For non-repair services, if eligible, your Case Manager will match appropriate resources to your case, as available.

Step 3: If the Case Manager determines you are eligible and a good fit for our repair program, we will schedule a safe and convenient time for an agent to walk your home and develop an estimate and scope of work. We will determine if we are capable of making the necessary repairs on your home and if there is funding available for these repairs.

Step 4: A Project Manager will review the scope and terms of the program with you. If you agree, you will become a client and move into our construction queue before construction begins.

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Required Document List

The following is a list of documentation that is required in order to process your application. This information issued to verify your eligibility and your home's financial sustainability. **Please submit all applicable documents below.** They can be scanned or photocopied, and emailed to information@rebuildbaycounty.org, mailed to PO Box 306, Panama City, FL 32401 Your application will not be considered until all applicable documentation listed below has been collected. **If you have any questions, please contact your Client Services Coordinator.**

- Government Issued ID for **all adult household members** (18+ years of age)
- Verification of Income for **all adult household members** (18+ years of age)
 - Federal tax return (Form 1040)
 - Any combination of the following;
 - 3 consecutive pay stubs and/or;
 - Social Security benefits letter and/or;
 - Unemployment benefits letter and/or;
 - Disability benefits letter and/or;
 - Pension information
- Asset Verification Documents for **all adult household members** (18+ years of age)
 - Checking account (3 consecutive months)
 - Savings account (3 consecutive months)
 - Retirement account (3 consecutive months), *if applicable*
 - All other income, *if applicable*
- Verification of Ownership
 - Deed/Title
 - Mortgage Statement (*if applicable*) (3 consecutive months)
- Verification of Sustainability
 - Water bill (most recent, 3 consecutive months)
 - Electricity bill (most recent, 3 consecutive months)
- FEMA award/rejection letter (*if applicable*)
- Red Cross assessment letter/form (*if applicable/requested*)
- Proof of flood and/or homeowner insurance claim award or rejection letter (*if applicable*)
- SBA loan letter (*if applicable*)
- Before and after photos (*as able*)

*You may be requested to provide additional documents upon review of your application.



Personal Information

Date of Application _____

Applicant's Name _____

Co-Applicant Name(s) _____

Phone Number: _____ Secondary Phone Number: _____

* Please make sure to list a working phone number*

Email(s): _____

Current Mailing Address (include zip code):

Property Information - List details about the property impacted.

Full address of impacted property:

Street Address: _____

City, State, Zip: _____

Are you the owner? Yes _____ No, Renter _____ (*skip to Household Members*)

Name(s) on Deed: _____

If owner, is this the only property you own? Yes _____ No _____

How did you purchase or acquire the property:

___ Purchased with Cash ___ Inherited ___ Purchased with a Mortgage ___ Received as a Gift

How long do you intend to live in the home once it is rebuilt/repaired? _____

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Household Members

Complete the following information for everyone who will live in the home.

Name	Date of Birth	Vet (Y/N)	Relationship To Owner	Race	Disabled Y / N	Marital Status	Gender	Annual Income	Total Assets

Household Expenses

Expenses/Costs	Yes or No	Monthly Payments	Outstanding Balance
Mortgage			
Rent			
Homeowner's Insurance			
Renter's Insurance			
Flood Insurance			
Utilities (water, electric, gas)			
Internet / Cable			
Cell Phone			
Alimony			
Child Support			



Car Payment			
Auto Insurance			
Medical Bills			
Student Loans			
Property Tax Bills			
Food / Groceries			

Rebuild Funding Assistance

Describe what funding you have received for damage associated with the disaster event

Type	Applied? Y / N	Denied? Y / N	Amount Received	Appeal Pending? Y/N
Homeowner's Insurance Claim				
Flood Insurance Claim				
FEMA				
Traditional Loan				
SBA Loan				
City / State Funding				
Other Non-Profit Support				
Other (describe)				

Other Assessment

Homeowners

1. Was the impacted home insured? Yes _____ No _____

If yes, please explain why assistance is requested:

2. Did you experience contractor fraud? Yes____ No____

Did you file a police report? Yes____ No____

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3. Has any construction been done to your home since the disaster event? Yes____ No____
a) If yes, what has been done?

b) In as much detail as possible, what disaster-related repairs still need to be done?

4. If RBCI can repair your home, would you be willing to purchase one year of homeowner's insurance? Yes____ No____

5. If RBCI can repair your home, do you have the ability to temporarily relocate during construction if necessary? Yes ____ No ____

Renters

1. Did you have renter's insurance? Yes _____ No _____
If yes, please explain why assistance is requested:

2. Are you able to remain/return to the impacted property to live? Yes _____ No _____

Please provide a description of any needs you are requesting assistance with that has not already been met:

I, _____, agree that the information provided in this application for RBCI's disaster recovery program is accurate and truthful. If RBCI repairs my home, I agree to live there as my primary residence for at least five years. If RBCI provides any materials or other items deemed necessary for my recovery, they will not be resold. Any inaccurate or fraudulent information will result in immediate dismissal from the program and/or criminal prosecution.

Applicant Signature

Date



RBCI Photo Release Form

I hereby grant the RBCI permission to use my first and last name and photographs of my family in any and all publications, including its website, social media pages, fundraising materials and promotional materials without payment or any other considerations in perpetuity. I understand that the term "photograph" as used herein encompasses both still photographs and audio and video footage.

I hereby authorize RBCI to edit, copy, exhibit, publish or distribute photos that I may appear in. I waive the right to inspect or approve the finished product, including written or electronic copy, where my photo appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photographs.

I hereby hold harmless and release and forever discharge RBCI from all claims, demands, and causes which I, my heirs, representatives, executors, administrators or any other person acting on my behalf or on behalf of my estate which have or may have by reason of this authorization.

I am 18 years of age or older and am competent to contract in my own name. I have read this release and I fully understand the contents, meaning and impact of this release.

Name (Printed)

Signature

Date

Photo Release for Minors

I hereby grant the RBCI permission to use my dependent's name and photograph in any and all publications, including website entries, social media pages, fundraising materials and promotional materials without payment or any other considerations in perpetuity.

I hereby authorize RBCI to edit, copy, exhibit, publish or distribute photos that my dependent may appear in. I waive the right to inspect or approve the finished product, including written or electronic copy, where my dependent's photo appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photographs.

I hereby hold harmless and release and forever discharge RBCI from all claims, demands, and causes which I, my heirs, representatives, executors, administrators or any other person acting on my behalf or on behalf of my estate which have or may have by reason of this authorization.

Minor's Name (Printed)

I certify that I am a custodial parent and have the aforementioned rights to assign.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

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FEMA CONSENT TO DISCLOSE CONFIDENTIAL INFORMATION

I _____, the undersigned, authorize the Federal Emergency Management Agency (FEMA) or RBCI to disclose personally identifiable information and/or confidential information in my FEMA or agency file, relating to my eligibility for monetary or other forms of assistance, arising from the disaster event Michael to (check one or more):

Any organization that is a member in good standing of either the National Voluntary Organizations Active in Disaster (NVOAD) or that is participating in a FEMA or state recognized Long Term Recovery Committee (LTRC).

Other, specific name of receiving individual or organization

I consent to have the above named organizations and/or individuals speak on my behalf and represent me before FEMA.

This consent to release information is given to obtain and/or provide assistance I need as a result of _____ (disaster event) in Florida so that:

1. Benefits are not duplicated.

2. Appropriate referrals for possible and/or potential services provided by other state, nonprofit, and/or faith-based organizations can be made on my behalf.

3. Other, specifically: _____

I specifically consent to have the following information disclosed to them (check one or more)

My case file information including inspection reports and amounts and type of assistance.

My contact information (name, address, phone numbers, e-mail address, and FEMA application number).

This consent to disclose information may include information that is protected under the federal Privacy Act of 1974.

I declare, under penalty of perjury, that the foregoing is true and correct. I am freely giving my consent this _____ day of _____, 20____. This consent expires one year from this date or on _____, if not sooner. This information is not to be used for any other purpose.

Signature of Applicant Providing Consent

Date and Place of Birth

Name (Printed)

Phone or message #

Current Address

City, County, State, ZIP

Pre-Disaster Address

City, County, State, ZIP

FEMA Registration # _____ or Social Security # _____

Submitting Agency: RBCI Case Manager or Requester's Name _____

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Right of Entry Agreement

This Right of Entry Agreement ("ROE") is signed on this _____ day of _____, 20____ between RBCI and _____ ("Homeowner" or "Applicant").

Background Statement:

Homeowner is the owner of record and the primary occupant of the residence located at ("Property")

1. This agreement gives RBCI and all related personnel the legal right to enter the Property to provide any and all recovery services for damage caused by _____(disaster event).
2. This form is valid from the initial walkthrough, conducted by the Project Manager ("PM"), RBCI contracted Subcontractors, or other RBCI agents all the way through the conclusion of construction and the Sign Off Paperwork is signed by the Applicant.
3. The Right of Entry is only valid for RBCI staff, subcontractors, volunteers and vendors to have access to the Property for the purpose of inspecting, measuring and gathering information related to the disaster-related repairs as well as performing the Scope of Work ("SOW").
4. Homeowner understands that this Agreement does not create an obligation on the part of RBCI to perform rebuilding services at the Property.
5. Homeowner understands that no work will be performed until this ROE is signed.
6. This is a binding contract with RBCI and the Homeowner/Applicant. It supersedes any and all prior oral or written statements or agreements regarding the subject matter of this Agreement. This Agreement may only be changed by a written agreement signed by RBCI and Homeowner.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first written above.

Homeowner/Applicant Signature

Date

RBCI Representative Signature

Date

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Willing Partner Agreement (Home Repairs)

What is a willing partner?

A willing partner is a homeowner or client who participates in RBCI's home repair services and embraces the responsibilities, spirit and policies of the program. The client is engaged throughout the process.

Why does RBCI ask our clients to be willing partners?

Repairing a home is a challenging and complex process. It requires both RBCI and the homeowner to communicate clearly, to be flexible, to trust one another and to work together. A homeowner who is a willing partner understands that he/she plays a vital role in the repair process. By working together, RBCI and the homeowner achieve great results – homes repaired efficiently and affordably and to a standard that we are proud of.

What responsibilities does a willing partner have before and during the repair process?

As a willing partner in the repair process RBCI asks that you:

- ✓ Provide paperwork requested by RBCI agent including copies of any permits and the names of any contractors who worked on your home.
- ✓ Remove all personal possessions from your home prior to construction work if applicable.
- ✓ Ask your neighbors to watch the house during the repair process. We need your help in preventing theft!

I hereby agree to the above terms of the Willing Partner Agreement.

Name: _____

Address of Property: _____

Applicant Signature

Date

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