

**K-1. PROPERTY-SPECIFIC INFO (ONE PER STRUCTURE)**



Please provide all requested information for each structure. Compile a package with all Sections and required forms & letters in requested order. We will need 3 copies.

Owner \_\_\_\_\_

Street Address \_\_\_\_\_ Zip Code \_\_\_\_\_

City/Town/Village \_\_\_\_\_ County \_\_\_\_\_

Longitude and Latitude (decimal format) \_\_\_\_\_

Tax Map, Lot or Parcel Number \_\_\_\_\_

Rental Property? Y  N  Tenant Name \_\_\_\_\_

Basement? Y  N  | Crawl space? Y  N  | Slab? Y  N  | Foundation material? \_\_\_\_\_

# of Stories \_\_\_\_\_ Square Feet \_\_\_\_\_ # Outbuildings \_\_\_\_\_

Please also include:

- A **Flood Insurance Rate Map (FIRM)** with the property identified; specify the **FIRM Panel #**;
- A **Statement of Voluntary Participation Agreement** signed by the property owner;
- A **Declaration & Release (Citizenship) Form** signed by the property owner (see [www.fema.gov/pdf/assistance/process/00903.pdf](http://www.fema.gov/pdf/assistance/process/00903.pdf));
- A copy of the Property Field Card and/or **Building Data Form**;
- A **letter from the local floodplain administrator** certifying that the structure was substantially damaged<sup>5</sup> under local floodplain management regulations and lies in a Special Flood Hazard Area (SFHA) on *either* a current adopted FIRM *or* a preliminary FIRM prepared by FEMA;
- **Color photos** showing the front, rear and sides of the structure.

<b>Fair Market Value (FMV)</b>	
<b>Appraisal Fee</b>	
<b>Land Survey</b>	
<b>Closing Costs (Attorney, Abstract, Title and Recording)</b>	
<b>Demolition Cost (Survey and Asbestos Abatement)</b>	
<b>Site Restoration (Engineering and design, if applicable)</b>	
<b>Relocation Assistance (if applicable)</b>	
<b>Project Management/Inspection Fees</b>	
<b>TOTAL</b>	

<sup>4</sup> For information on tenant assistance, see [http://www.fema.gov/pdf/government/grant/resources/hbf\\_ii\\_3.pdf](http://www.fema.gov/pdf/government/grant/resources/hbf_ii_3.pdf)

<sup>5</sup> Substantial damage occurs if damages equal or exceed 50% of its Fair Market Value (FMV). Condemnation is not substantial damage.

<sup>6</sup> For information on required pre-demolition surveys, see [www.labor.ny.gov/workerprotection/safetyhealth/DOSH\\_ASBESTOS.shtm](http://www.labor.ny.gov/workerprotection/safetyhealth/DOSH_ASBESTOS.shtm)