

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)
- 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 damaged⁵ 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.

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

⁴ For information on tenant assistance, see http://www.fema.gov/pdf/government/grant/resources/hbf_ii_3.pdf
⁵ Substantial damage occurs if damages equal or exceed 50% of its Fair Market Value (FMV). Condemnation is not substantial damage.
⁶ For information on required pre-demolition surveys, see www.labor.ny.gov/workerprotection/safetyhealth/DOSH_ASBESTOS.shtm