



**Texas General Land Office
Community Development and Revitalization
Affidavit of Ownership
Instructions**

Purpose

The purpose of the Affidavit is to provide options for applicants to document proof of ownership of a property that may be assisted by the General Land Office in the CDBG-DR program.

The recommended method of proving ownership is to provide the traditional proof of title (copy of a valid deed of trust or warranty deed recorded in the county records); however, if the traditional method is not available, other documents and/or methods can be utilized at the discretion of the General Land Office.

Property Owner/Co-Owner Information

This section asks for the owner (s) information; to include complete address of the property to be repaired and/or rebuilt.

Statement of Facts

You are not required to complete the affidavit if: Your name is listed on the deed of the property, and that deed was properly recorded in the county records at the time of disaster. A copy of the deed will be sufficient.

If you are not listed on the deed of the property; you may still qualify for assistance as the "successor of interest". This means that the home has been passed to you, but for certain reasons, the traditional legal steps to transfer ownership have not been taken.

For the purposes of participating in the program, and this program only, you may still be able to prove ownership of the property by providing alternative documentation (see below) **AND** by swearing that either:

- There are no other individuals that have the right to claim ownership;

OR

- Individuals that can claim ownership have agreed to participate in the program and/or could not be located (after reasonable effort to locate).

Alternative documentation that can be provided in lieu of a copy of the deed (**includes order of preference**): tax receipts, home insurance, utility bill or letter of credit from utility company; or other documentation deemed to be acceptable by the General Land Office.

Signatures

Before you sign the Affidavit, PLEASE ensure that you are clear in what you are signing; and that the information provided is valid and true. Signing an untrue Affidavit can put you at risk of criminal penalties and disqualification from the program.

Do not sign the form without a Notary present. Please the completed but unsigned form to a Notary Public (that is authorized by the State of Texas AND whose commission has not expired) to complete the process. The Notary will sign and date the form attesting that you swore to be honest and that you are the person who signed the form.