

Orange County American Rescue Plan Act of 2021

First-Time Sewer Service and OSSF Replacement Program

Applicant Checklist

Name: _____

Phone: _____

Address: _____

Email: _____

	Ownership Eligibility – Provide one of the following documents:
	Valid deed of trust or mortgage deed which has been filed for record with the County Clerk’s office and which includes reasonable rights of redemption and quiet and peaceful possession of the property
	Life Estate, which has been filed for record at the County Clerk’s office
	Heir property, if property is in an undivided “heir ownership” situation, the applicant homeowner must be one of the heirs. Clear title is not required but proof of control of the property is necessary and can include evidence that the applicant homeowner paid insurance and property taxes in the prior year
	99-year leasehold interest in the property; or
	Fee simple title to the property
	Tax receipt that indicates ownership of the property
	Property Taxes – Provide one of the following documents:
	Valid current tax receipt showing that all property taxes assessed on the property proposed for assistance have been paid prior to the award of the assistance, or
	Notice from Orange County Tax Appraisal District that the property owner qualified for and received a tax deferral as allowed under Section 33.06 of the Texas Property Code, or
	Applicant has entered an installment plan with the Tax Appraisal District Office and is current on payments
	911 Address
	Must furnish documentation showing the current 911 address for the property
	ELIGIBILITY REQUIREMENTS
	Proof of Occupancy
	Must furnish utility bill from within the preceding three months or other proof of current occupancy of the housing unit to be assisted. Occupancy must be maintained throughout the assistance period.
	Proof of Service Status – Provide one of the following documents:
	Proof that property is within utility service area for sewer connection
	Proof that property is outside utility service area for OSSF replacement/installation.

For Office Use Only:

	Verification of Ownership Eligibility
	Verification of Property Tax Status
	Verification of Service Status

Authorized by: _____

Date: _____