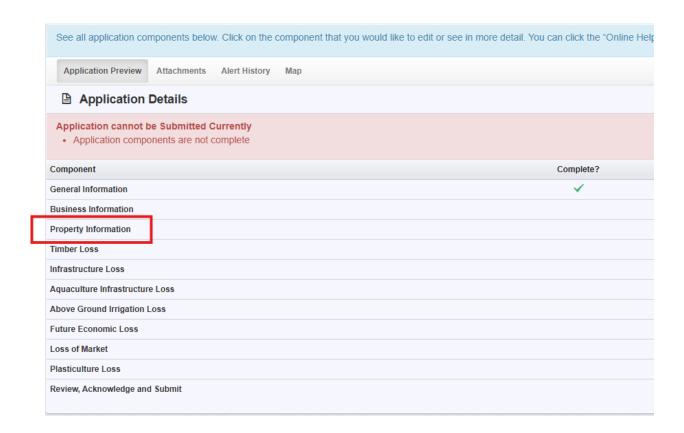


# Instructions for completing the Property Information Form

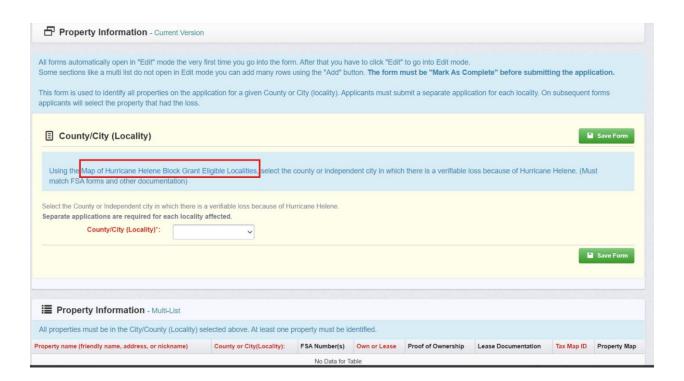
This guide helps you complete the Property Information form by providing step-by-step instructions on the information required and how to enter it in the system. This section will be completed after General Information and Business Information. From the **Application Details** page, click on **Property Information** from the list of forms.





#### Step 1 - Select Locality

- Using the linked **Map of Hurricane Helene Block Grant Eligible Localities**, select the **County** or **Independent City** where you are claiming a verifiable loss.
- Only one application is allowed per locality (Note: If you have properties in different localities, submit a new application for each locality).
- Click Save Form.



### Step 2 - Add Property Details

Click Add Entry to enter property information.



- All properties listed must be in the locality selected above.
- Create a new row for each property in that locality.



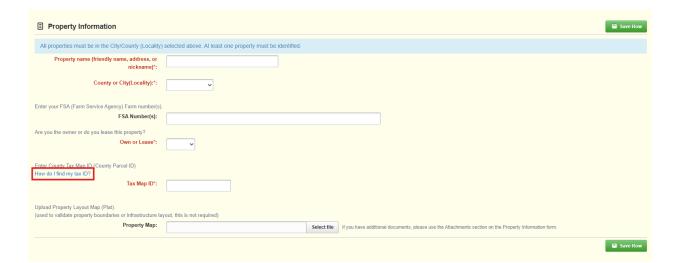
- Enter all required details, including:
  - Property name Friendly name/nickname/address of the farm
  - County/City (Locality) Reconfirm the county/city selected above
  - FSA Number(s) if available
  - Select ownership type (Own or Lease)
  - Proof of Ownership (if owned) is required



Lease Documentation (if leased) is required.



- Tax Map ID (use the link provided to the VDACS website to look up the ID for each property by county/city)
- Upload Property Map if available (optional)
- Click Save Form after entering all the details





# Step 3 - Upload Additional Attachments (if any)

If you have additional documents to support your application:

• Use the Additional Attachments section to upload files.



### **Step 4 – Finalize the Form**

Once all entries are completed:

• Click Mark as Complete to indicate that the form is finished.