

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.

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" link for more information.

Application Preview Attachments Alert History Map

Application Details

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?
General Information	✓
Business Information	
Property Information	
Timber Loss	
Infrastructure Loss	
Aquaculture Infrastructure Loss	
Above Ground Irrigation Loss	
Future Economic Loss	
Loss of Market	
Plasticulture Loss	
Review, Acknowledge and Submit	

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**.

 **Property Information** - Current Version

All forms automatically open in "Edit" mode the very first time you go into the form. After that you have to click "Edit" to go into Edit mode. Some sections like a multi list do not open in Edit mode you can add many rows using the "Add" button. **The form must be "Mark As Complete" before submitting the application.**

This form is used to identify all properties on the application for a given County or City (locality). Applicants must submit a separate application for each locality. On subsequent forms applicants will select the property that had the loss.

 **County/City (Locality)**  Save Form

Using the Map of Hurricane Helene Block Grant Eligible Localities, select the county or independent city in which there is a verifiable loss because of Hurricane Helene. (Must match FSA forms and other documentation)

Select the County or Independent city in which there is a verifiable loss because of Hurricane Helene.
Separate applications are required for each locality affected.

County/City (Locality)*:

 Save Form

 **Property Information** - Multi-List

All properties must be in the City/County (Locality) selected above. At least one property must be identified.

Property name (friendly name, address, or nickname)	County or City(Locality):	FSA Number(s)	Own or Lease	Proof of Ownership	Lease Documentation	Tax Map ID	Property Map
No Data for Table							

Step 2 – Add Property Details

- Click Add Entry to enter property information.

 **Property Information** - Multi-List  Mark as Complete  Add Entry

All properties must be in the City/County (Locality) selected above. At least one property must be identified.

Property name (friendly name, address, or nickname)	County or City(Locality):	FSA Number(s)	Own or Lease	Proof of Ownership	Lease Documentation	Tax Parcel ID	Property Map
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- 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

Are you the owner or do you lease this property?
Own or Lease*:

If owner, upload the proof of ownership at the time of the Hurricane Helene, deed or tax assessment.
Proof of Ownership: If you have additional documents, please use the Attachments section on the Property Information form.

- Lease Documentation (if leased) is required.

Are you the owner or do you lease this property?
Own or Lease*:

If lease, upload a copy of the lease agreement, tax documents, or letters showing evidence of a lease for the property at the time of Hurricane Helene.
Lease Documentation: If you have additional documents, please use the Attachments section on the Property Information form.

- 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

Property Information

All properties must be in the City/County (Locality) selected above. At least one property must be identified.

Property name (friendly name, address, or nickname)*:

County or City(Locality)*:

Enter your FSA (Farm Service Agency) Farm number(s).
FSA Number(s):

Are you the owner or do you lease this property?
Own or Lease*:

Enter County Tax Map ID (County Parcel ID)
How do I find my tax ID?

Tax Map ID*:

Upload Property Layout Map (Plat).
(used to validate property boundaries or infrastructure layout, this is not required)
Property Map: If you have additional documents, please use the Attachments section on the Property Information form.



Step 3 – Upload Additional Attachments (if any)

If you have additional documents to support your application:

- Use the **Additional Attachments** section to upload files.

 **Additional Attachments - Property Information** - Other Attachments [✓ Mark as Complete](#) [+ Add New Attachment](#)

Please upload any additional documents that support your application. Ensure that all files are clearly labeled.

Description	File Name 	Type	Size	Upload Date	Delete
No files attached.					

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Step 4 – Finalize the Form

Once all entries are completed:

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