



## CARES ACT RESIDENTIAL Assistance Program Checklist

Date: \_\_\_\_\_ Applicant(s): \_\_\_\_\_ Reviewer: \_\_\_\_\_

### General Documentation

- Completed Application
- Government issued photo ID for all household members age 18 and older
- Copy of Social Security Cards
- Notarized Duplication of Benefit Affidavit Form
- Property located within North Lauderdale (BCPA)
- Completed W-9 from Landlord or Financial Institution
- Are you a City of North Lauderdale Employee or immediate family member of City of North Lauderdale Employee? Y/N \_\_\_\_ If Yes, who and what relation? \_\_\_\_\_

### Employed/Formerly Employed

- Letter from employer indicating job loss or reduced work schedule and hours
- Unemployment claims benefits letter or unemployment submitted application (email/letter confirming receipt of application)
- 3 consecutive months paystubs prior loss of employment/reduced schedule/reduced hours
- 3 consecutive months paystubs indicating reduced hours/reduced pay
- 2019 Tax Returns

### Self-Employed

- 2019 Tax Returns or
- Year-to-date Profit and Loss Statement
- Unemployment claim benefits letter or unemployment submitted application

### Rental Assistance

- Valid rental lease agreement signed **before March 1<sup>st</sup>, 2020**
- Late notice for past due rent/eviction notice or copy of general ledger from landlord showing rent amount is past due
- Landlord affidavit accepting terms and conditions of program

### Mortgage Assistance

- Proof of ownership under applicant's name
- Does applicant have a reverse mortgage? Y/N \_\_\_\_
- Mortgage statement showing past due amount
- Proof that 2019 property taxes are paid (BCPA)
- Agreement from financial institution accepting terms and conditions of program
- Is property in foreclosure? Y/N \_\_\_\_\_. Is property listed for short sale? Y/N \_\_\_\_\_. (Broward County Public Record)

**Utilities Assistance**

- Statement showing past due amount. (electricity and gas).

**Food Voucher**

- Request by checking the appropriate box on the application (Amount of assistance: \$200)

**Comments:**

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