



CARES ACT BUSINESS Assistance Program Checklist

Date: _____ Applicant(s): _____ Reviewer: _____

General Documentation

- Completed Application
- Government issued photo ID of Business owner
- Copy of Social Security Cards
- Copy of Business License
- Notarized Duplication of Benefit Affidavit Form
- Business located within North Lauderdale (BCPA)
- Established **before September 1st, 2019** (6 months prior to March 1st, 2020)
- Completed W-9 from Landlord or Financial Institution
- Proof of evidence showing loss due to COVID-19
 - Bank Statements
 - 2019 Tax Return
 - Quarterly Profit & Loss Statement from January through March and April through June 2020)
- 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? _____

Rental Assistance

- Landlord affidavit accepting terms and conditions of program
- Valid Rental Lease agreement with owner/business name signed before March 1, 2020
- Late notice indicating past due rent from landlord. Must include amount that is past due.

Mortgage Assistance – STAND ALONE BUILDING

- Proof of ownership under applicant's name
- 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)

Social Distancing Expenses

- Proof of expenses. (Ex: gloves, masks, gowns, cutlery, plates, napkins, cups, hand sanitizers, etc.)

Comments:
