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 1st, 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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