



CARES ACT Residential Assistance Program

Rent, Mortgage, Utility Payments and Food Vouchers

REQUIRED DOCUMENTS

No copies will be made at time of package submission

GENERAL DOCUMENTATION

- Complete application package
- Government issued picture ID for all household members age 18 and older
- Signed Duplication of Benefit forms
- Any additional documents requested by staff.

If you are employed/ formerly employed, provide these items:

- Letter from employer stating your job loss or reduced work schedule and hours
- Unemployment claims benefits letter or unemployment submitted application
- Paycheck stubs before COVID-19 and, if currently employed, current paycheck stubs with reduced hours or reduced pay

If you are self-employed, provide these items:

- Most recent tax returns
- Year to date Profit and loss statement if self employed
- Unemployment claim benefits letter or unemployment submitted application

If you are applying for **rental assistance, provide these items:**

- Valid rental lease agreement, signed before March 1, 2020
- Late notice for past due rent/ eviction notice or copy of general ledger from landlord showing rent amount is past due
- Agreement from landlord accepting terms and conditions of the program

If you are applying for **mortgage assistance, provide these items:**

- Proof of ownership under applicant's name
- Mortgage statements showing past due amount

- Proof that 2019 property taxes are paid
- Agreement from financial institution accepting terms and conditions of the program

If you are applying for **utilities assistance, provide these items:**

- Utilities (electricity, water and gas) statements showing past due amounts
- Agreement from providers accepting terms and conditions of the program

If you are applying for a **food voucher:**

- You will request it by checking the appropriate box on the application
- The criteria for the gift voucher will be based on the information submitted on the application
- The City will review and issue gift cards according to the applicant's need

Information provided by applicant(s) may be subject to Chapter 119 Florida Statutes. It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.

All forms must be completed in entirety and all required documents must be submitted.

Note: All incomplete application will be deemed null and void.