



# Charles County CDBG Relief Checklist

This document is provided as a checklist for documents each applicant should provide as proof of Covid-19 related financial hardship and identification as required by grant recipients. Documentation will be stored securely and solely used for the purpose provided of the CDBG grant relief program. Always keep original documents, and submit copies via email or fax to Shantel

Thomas, [Shantel@bkjsupportbrokeragefirm.com](mailto:Shantel@bkjsupportbrokeragefirm.com) Fax: 301.539.3946. Please note item marked with \* are to be provided as applicable.

Applicant Name:

Household size:

CDBG#:

## Documents

(office use only) Notes/ received by / date:

- 1.) MASSB / Charles County DSS Emergency Rental assistance Application
- 2.) State Issued Identification. For each tenant over 18 (Driver's License / ID card\*)
- 3.) Bank account statements. Prior two months **checking and savings accounts** of members over 18 who is not a full-time college student.
- 4.) Most recent tax return of Applicant and household members over the age of 18.
- 5.) Copy of last pay check earnings for each member of the household over 18 who is not a full-time college student.
- 6.) \*Most recent social security or disability statement
- 7.) \*Most recent retirement statement
- 8.) \* Individual Development Account statement
- 9.) \* Child Support/ Alimony payment information
- 10.) Copy of current lease
- 11.) Letter from Landlord stating arrears for back rent post Covid-19 pandemic. (March 16, 2020)
- 12.) Documentation proof of termination / reduced hours from employment due to Covid-19 crisis.
- 13.) \*Veterans benefit statement

## Landlord (s)

- 14.) Landlord must provide a copy of rental license. Waivers can be requested for counties without rental license requirements. **Unit must be safe & habitable.**

**Documents**

**(office use only) Notes/ received by / date:**

- 15.) Landlord must provide a W9 form, for acceptance of payment
- 16.) Landlord must be current on property taxes.
- 17.) Public housing authority residents or households receiving federal rental assistance are not eligible. (housing vouchers)
- 18.) \*House and real estate deeds and titles
- 19.) State issued Identification (Driver's license or ID card.

Applicants are to provide information on any funds received since May 1<sup>st</sup> , 2020 that were awarded/ provided to assist them with rent payments. This applies to public and private sources. Additionally, they must document that those funds were used for rental payments. Please explain.

Employment contact for verification:

Company name:

Manager name:

Phone:

Email:

Employment start/end date:

Reason for termination:

I attest that the documents provided, are compliant with state regulatory legal documentation requirements and provided solely at the discretion of the applicant recipient to which the grant will aid.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Landlord Name/ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_

Date: \_\_\_\_\_