

## Lauderhill CARES Program

### CHECKLIST

#### For Business Assistance

- Complete and sign application - must return with **original** signatures.
- Attach **COPIES** of **ALL** required documents listed below. Staff **cannot** make copies
- Incomplete Applications **cannot** be processed and will be returned

#### RENTAL ASSISTANCE PROGRAM – MANDATORY DOCUMENTS

*Items listed below must be present at the time of submittal.*

- A signed rental agreement or lease in the applicant's name.
- A copy of the complete mortgage loan application.
- Landlord Rent Payment schedule from September 2019 to March 1, 2020
- W-9 completed and signed by landlord

#### MORTGAGE ASSISTANCE PROGRAM - MANDATORY DOCUMENTS:

*Items listed below must be present at the time of submittal.*

- Statement from the lender for April 2020
- Verification that property taxes are current
- Lender mortgage payment history from September 2019 to March 1, 2020

#### WATER BILL ASSISTANCE PROGRAM - MANDATORY DOCUMENTS:

- Verification that property taxes are current
- Copy of the deed, for applicants with no mortgage note
- Copy of water bill for the month of April 2020

#### MANDATORY CONFLICT OF INTEREST DISCLOSURE

- Conflict of Interest Disclosure is required for each business owner or co-owner(s)

#### MANDATORY AUTHORIZATION FOR RELEASE OF INFORMATION

- Authorization for the Release of Information Form – required for all business owners and co-owner(s)

**MANDATORY GENERAL REQUIREMENTS:**

- Completed Questionnaire attached to the application.
- Documentation of loss of income due to COVID-19
- Documentation of State, Federal, and/or all other funds received related to COVID-19
- Profit and loss statement for the 2018 and 2019 tax years. Business profit and loss statement is completed by your accountant or tax preparer and faxed back to our office; IRS Form 4506-T (if applicable)
- Proof of DUNS number
- Duplication of Benefits form
- Proof of active COU
- Water and refuse bill from City or County, if applying for utility assistance.
- Valid driver's license or state identification card for **ALL** business owners and co-owners
- Proof of FEIN, Tax ID, or Social Security Number. If social security, please provide a copy of each business owner's and co-owner's card.
- Affidavit of promise not to evict from landlord, rental units only
- Signed Notice of Collecting Social Security Number For Government Purpose for each business owner and co-owner
- Signed Public Disclosure Form signed by all business owners and co-owners
- Two (2) most current Income Tax Return **with W/2's** for business or business owner – Note: **MANDATORY** must sign your Income Tax Return; **If** your return includes Schedule C (small business), then will also need audited or unaudited financial statement(s) of business; notarized statement or affidavit as to net income realized from the business during the previous 2 years

If you have any questions, please feel free to contact Housing Grant Division at (954) 730-3000.

# City of Lauderdale CARES Business Application

**Please Select**

- Mortgage Assistance       Rental/Lease Assistance  
 Utility Bill Assistance for Business

**Business Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Brief Description of Business** \_\_\_\_\_  
 \_\_\_\_\_

**Business Type**

Sole Proprietor     Corporation     S-Corporation     LLC     Partnership     Other

If Other, please explain: \_\_\_\_\_

**Business Designation**

Essential Business                       NON-Essential Business

**Business Contact**

Primary Contact Name	Business Phone Number	Business Email

**For Profit Primary Business Owner**

\_\_\_\_\_  \_\_\_\_\_  
 Primary Business Owner's NAME      Check if Resident      Home Address

**Non Profit Composition**

Are at least 20% of your Board Members Lauderdale Residents?    Yes     No

	NAME	ADDRESS
<b>Non Profit Board Members And Executive Director</b>	1. _____	_____
	2. _____	_____
	3. _____	_____
	4. _____	_____
	5. _____	_____
<b>Executive Director:</b>	_____	_____

**NOTE:**

If there are additional Board Members please attach list.

**Federal EIN #,  
Tax ID #, or  
SSN**

**DUNS #**

If you do NOT  
have a DUNS#  
Must apply

A DUNS number is **FREE** and it is a mandatory requirement by CDBG for the Federal Funds you will be receiving . (This program does not require any additional purchases from Dun & Brandstreet).

To Apply: [Click here to request your D-U-N-S Number via the Web.](#) If one does not exist for your business location, it can be created within 1 business day.

**SAMS  
Screen Print of  
Your Active  
Status**

1. Login to: sam.gov
2. At top of screen Click on "Check Status"
3. Enter either your DUNS number or Cage Code
4. Print Screen and Attach to this application

If you have  
never registered  
with SAMS

1. Login to sam.gov
2. Top right of screen click on: **Log in**
3. Top right of screen click on:

**Date Business  
Established in  
Lauderhill**

**City of Lauderdale  
Certificate of  
Use Number**

**Additional  
Certifications**

**MBE** (Minority Business Enterprise)

**WMBE** (Womens Minority Business Enterprise)

**Annual Gross  
Revenue (2019)**

\$

**Total Gross Revenue  
this time Last year  
(3-15-19 to 4-15-19)**

\$

**Total Gross  
Revenue for  
January 2020**

\$

**Total Gross  
Revenue for  
February 2020**

\$

**ACTUAL  
Revenue for  
3-15-2020 to  
4-15-2020**

\$

**Payroll  
Expenses for  
March 2020**

\$

**Payroll  
Expenses for  
April 2020**

\$

**Full-Time Employees as of 2-15-2020**

Actual Number: \_\_\_\_\_

**Part-Time Employees as of 2-15-2020**

Actual Number: \_\_\_\_\_

**Full-Time Employees as of 4-15-2020**

Actual Number: \_\_\_\_\_

**Part-Time Employees as of 4-15-2020**

Actual Number: \_\_\_\_\_

**Business that Rent/Lease Facility**

Paid for March 2020   
**OR**  
Due for March 2020

**Business that Owns Facility Mortgage Payment**

Paid (Principal & Interest) March 2020   
**OR**  
Due (Principal & Interest) March 2020

**Business Expenses & Supplies**

Paid for March 2020   
**OR**  
Due for March 2020

**Business Service Contracts**

Paid March 2020   
**OR**  
Due March 2020

**FP&L Bills**

Paid for March 2020   
**OR**  
Due for March 2020

**Water / Refuse Bills**

Paid March 2020   
**OR**  
Due March 2020

**Provide Brief Description how Business has been impacted by COVID-19**

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**Provide Brief Narrative how this funding will benefit your business and the objective of this program.**

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# CERTIFICATIONS

By signing below, I make the following certifications:

1. All answers and representations that are made in this application are true and accurate to the best of my knowledge.
2. Any grant funding received will be used for business operating purposes as specified in the grant award. I understand that if the funds are used for unauthorized purposes, I shall return those grant funds and further may be subject to criminal fraud charges or civil action.
3. Neither I nor any owner of my business is presently subject to an indictment or formal criminal charges, nor presently incarcerated
4. My business is current on all taxes dues to the City of Lauderhill and no liens are on record against my business for unpaid taxes.
5. I pledge my best efforts to resume fill operation on my business at the earliest possible to time and to retain or rehire employees as soon as practicable.
6. I agree and cooperate with the City of Lauderhill in any audit or business review upon request.
7. In understand that these records once provided to the City are public documents.

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Printed Name

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Signature of Authorized representative of the Business

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Date