



CITY OF PALM BAY'S CORONAVIRUS RELIEF PROGRAM

ELIGIBILITY

- ❖ **The need must prevent, prepare for or respond to the coronavirus. There must be a connection to COVID-19.**
- ❖ Assistance shall be used for emergency rental, mortgage and utility payments. Assistance cannot be used for cable or telephone.
- ❖ Must rent or own within the city limits of Palm Bay.
- ❖ Cannot have previously received coronavirus relief assistance.
- ❖ The applicant must sign all required documents (application, social security number waiver, release/request of information, etc.) or their application will be rejected/denied.
- ❖ Community Housing Initiative, Inc. will be conducting third party verifications to determine household income eligibility. Copies of documents attached as Exhibit A will be required at time of application.
- ❖ Community Housing Initiative, Inc. will be verifying the hardship is related to the coronavirus. Documents attached as Exhibit B will be required at time of application.
- ❖ Delayed receipt of third party verifications will extend the amount of time necessary to complete processing.
- ❖ All members of a household must be accounted for in the application.
- ❖ Total income and assets for all household members must not exceed the following limits for family size:

| Household Size | 1 Person | 2 Person | 3 Person | 4 Person | 5 Person | 6 Person | 7 Person | 8 Person |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Maximum Household Income | 40,700 | 46,500 | 52,300 | 58,100 | 62,750 | 67,400 | 72,050 | 76,700 |

ASSISTANCE AMOUNT

- ❖ Up to \$6,000.00 per household, based upon need.
- ❖ Assistance provided must bring the account current.





EXHIBIT A - INFO NEEDED FOR ALL HOUSEHOLD MEMBERS

PLEASE MAKE COPIES OF THE FOLLOWING ITEMS:

1. W-2's and the complete tax returns for previous two (2) years. If you have not filed your income taxes, please contact the IRS at 800-829-1040 for printout stating this.
2. Current, consecutive pay stubs for the past thirty (30) days.
3. Benefits Planning Query (B P Q Y) Form from Social Security Administration if you receive benefits.
4. If self-employed, last two (2) years complete tax returns with all schedules.
5. Current, consecutive bank statements for the past four (4) months including names, account numbers, and balances for all bank accounts.
6. Contact information for any retirement accounts. If account holder does not accept a faxed verification request, we require a letter from the retirement account agency, stating: Current Value, Withdrawal Penalty, and Rate of Return.
7. Copy of Child Support Order, if applicable. Copy of all documents related to child support, including enforcement orders/actions. Copy of divorce decree, if applicable.
8. Need to see Social Security Cards for all household members to be included in "Family Size".
9. Copy of valid identification for every household member 18 years and old (FL Driver's License, Florida ID card) with a Palm Bay address.

GATHERING THE ABOVE DOCUMENTS DOES NOT GUARANTEE FUNDING!!





EXHIBIT B - INFORMATION NEEDED

PLEASE MAKE COPIES OF THE FOLLOWING ITEMS:

1. Name(s) / Address of Landlords and a copy of most current lease (all pages).
2. If applicable, statement from Landlord on letterhead showing the arrearage / amount due.
3. Copy of your Tenant Ledger (from your landlord).
4. If applicable, Mortgage Statement showing PITI and arrearages due.
5. W-9 for landlord or mortgage company (attached).



W9 and
instructions.pdf

6. If applicable, documentation showing the amount needed for utility assistance (past due notices).
7. Statement from employer explaining the lay-off and/or furlough and/or decrease in hours was due to the coronavirus pandemic.

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