



## Community & Economic Development

P.O. Box 1609, Mammoth Lakes, CA, 93546

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www.townofmammothlakes.ca.gov

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### TOWN OF MAMMOTH LAKES CARES COVID-19 EMERGENCY RENTAL ASSISTANCE PROGRAM APPLICATION CHECKLIST

Applicant Name: \_\_\_\_\_ Rental Unit Address: \_\_\_\_\_

For technical assistance on the application, please reach out to Mammoth Lakes Housing via one the following methods:

- **Email:** [info@MammothLakesHousing.org](mailto:info@MammothLakesHousing.org)
- **Phone:** (760) 934-4740

Please ensure that all of the items below are included in your application. **Applications with incomplete information will not be processed.**

#### Program Guidelines and FAQs:

- <https://mammothlakeshousing.org/wp-content/uploads/2020/10/CDBG-CV1-CARES-COVID-19-Rental-Guidelines.pdf>
- <https://mammothlakeshousing.org/wp-content/uploads/2020/10/CDBG-CV1-CARES-COVID-19-FAQs.pdf>

#### STEP 1 – Determine Your Eligibility for the Program (Must answer “YES” to all items below to be eligible)

- This is my only and primary residence.
- I am a renter residing in a rental housing unit located in Mammoth Lakes.
- I am within the U.S. Department of Housing and Urban Development HUD) established “Moderate-Income” limits. Please check pages 4-7 of the Program Guidelines (based on household size and income).
- I have been economically impacted during the COVID-19 pandemic period beginning March 18, 2020 to present causing loss of income and inability to pay rent.
- I currently have a Rental or Lease Agreement for my rental housing unit
- I currently do not receive any other forms of Federal or State rental assistance payments (e.g., Housing Choice Voucher – Section 8).

#### STEP 2 – Submit the Following Documents

- Completed ML CARES Application Form
- Proof of applicant’s loss of or reduction of income/employment due to COVID-19 pandemic
- Copy of the current residential lease agreement for the address the applicant resides in as a part of the emergency rental assistance application
- Copies of income verification (e.g., pay stubs, 2018 or 2019 IRS Form 1040/1040A, Supplemental Security Income, Etc.)

**NOTE:** Once the application is submitted, and if your application is selected in the random lottery drawing, the Town of Mammoth Lakes will request the following from the landlord:

- W-9 Request for Taxpayer Identification Number and Certification
- A signed Program Participation-Payment Acceptance Agreement