



Corte Madera COVID-19 Housing Assistance Fund

ROUND 2 Application

The Corte Madera COVID-19 Housing Assistance Fund is intended to assist qualified Corte Madera residents with paying a portion of their rent or mortgage payment for their primary residence. In order to be eligible for a grant, your income based on your household size must fall under the schedules shown in the chart below.

Household Size	Extremely Low	Very-Low	Low
1	\$36,550	\$60,900	\$97,600
2	\$41,800	\$69,600	\$111,550
3	\$47,000	\$78,300	\$125,500
4	\$52,200	\$87,000	\$139,400
5	\$56,400	\$94,000	\$150,600
6	\$60,600	\$100,950	\$161,750
7	\$64,750	\$107,900	\$172,900
8	\$68,950	\$114,850	\$184,050
9	\$73,100	\$121,750	\$195,100

Eligibility shall be determined without consideration of immigration and citizenship status. Individuals who do not have a primary residence address in Corte Madera are not eligible to apply. Please note that due to limited funding, for proper screening, all first time applicants must provide a copy of the documents listed below along with a completed *Round 2* application. Returning applicants will only need to submit a Housing Assistance *Round 2* application.

- Federal tax returns (IRS Form 1040) for the last 2 years
- A copy of your lease agreement or letter from your landlord verifying the amount of monthly rent for your primary residence, or letter from your mortgage holder verifying the monthly mortgage payment for your primary residence.
- Employment letter or job-related document proving your income loss has been affected due to COVID-19 (*For example, pay stubs or any other official document from your employer are valid*)
- Proof of rental history to landlord or proof of payment history to mortgage lender (*For example, a record showing your rental/mortgage payments*)
- Copy of a photo identification
- School records or birth certificates (*required for applicants stating they have dependent children living in their home*)

Submission information: The required documents, including the *Round 2* application must be either emailed to covidgrant@tcmmail.org or brought in person (Monday through Thursday 8am – 4pm only) to the Administration Department at Town Hall, 300 Tamalpais Drive, **no later than 4:00PM on Monday, September 14, 2020.** Email submissions and in-person submissions must include all required documentation with the application prior to the deadline. Additional documentation submitted after the deadline will not be accepted. Applications will not be reviewed until Tuesday, September 15, 2020. Applications that are reviewed and are found to be incomplete due to missing documentation will be disqualified and will not be considered. Town staff will contact applicants regarding the status of their application no later than 4pm on Monday, September 21, 2020. If you have any questions regarding *Round 2* of the Corte Madera Housing Assistance Fund, please call 415-927-5086.

Corte Madera COVID-19 Housing Assistance Fund – ROUND 2

* indicates a required field

Applicant Name *		
Primary Residence Address <i>(including city and zip code)</i> *		
Are you a renter or homeowner? *	Did you previously apply for a grant through the Corte Madera COVID-19 Housing Assistance Fund? *	
Applicant Email Address *	Applicant Phone Number *	
Name and address of Landlord or Mortgage Holder * <i>(please note that if a grant is awarded, the check will be made out to your landlord or mortgage holder so you will need to provide a copy of your lease agreement or letter from your Landlord or Mortgage Holder)</i>		
How much is your monthly rent or mortgage payment? *	How many people live in your household including you? *	
What is your household's current monthly income? *	What is your household's gross annual income? *	
As of March 16, 2020, how many individuals living in your household were employed? *	Are there individuals living in your home who have received or are currently receiving unemployment benefits as of March 16, 2020?* <i>(Please write yes or no)</i>	Please tell us how many individuals in your household have received or are currently receiving unemployment benefits as of March 16, 2020. *
How many individuals living in your home have lost a job/income or were furloughed as of March 16, 2020 due to COVID-19? * <i>(Please explain circumstances, including how the loss is related to COVID-19, and provide supporting documentation, for example pay stubs or a letter from your employer or former employer. Please attach additional pages as needed.)</i>		

CERTIFICATION

By signing this application, I certify under penalty of perjury that, the information and facts supplied on this application are true and correct to the best of my knowledge. I am aware that the submission of this application does not guarantee that a grant has been approved. I have read the information discussing the requirements for the Corte Madera COVID-19 Housing Assistance Fund – ROUND 2 and am aware that I will be contacted if I have been approved for a grant. I understand that funds are limited and the amount to be received will be determined by the Town. I understand that any grant provided to pay a mortgage payment must be credited toward any outstanding or next due mortgage payment, and that the grant may not be applied instead to pay down the principal balance.

Signature of Applicant

Date