

RENT/MORTGAGE/UTILITY RELIEF PROGRAM GUIDELINES

The CARES Act Rent/Mortgage/Utility Relief Program was established to provide assistance to assist households experiencing job loss or a substantial loss of income as a result of the COVID-19 health crisis.

WHO CAN APPLY?

- Renters/homeowners who have experienced job loss or a reduction in annual income due to the Coronavirus pandemic.

TO QUALIFY FOR THE PROGRAM:

- Dwelling unit must be located in Doña Ana County, outside the City of Las Cruces.
- There must be an active written rental agreement/lease or bank house mortgage in the applicant's name.
- Applicant must be at least 30 days past due on rent/mortgage payment; and the rent/mortgage must have been current as of March 31, 2020.
- Must document at least a 30% reduction in income since March 1, 2020, as a direct result of the COVID-19 public health emergency. Unemployment benefits must be reported on the application.
- Utilities must be in applicant's name.
- Utilities must be past due

** Additional eligibility or program requirements may apply*

ASSISTANCE THAT CAN BE AVAILABLE:

- This program will provide eligible households with a one-time rental/mortgage and utility subsidy up to \$4,000 that will be sent directly to the household's landlord/bank and or utility company.
- Applications are accepted beginning October 19, 2020.
- Deadline to submit applications is November 30, 2020.
- Assistance will be provided on a first-ready, first-served basis and a limited number of applications will be accepted based on funding availability.

WHAT YOU NEED TO DO TO APPLY:

- You will need to complete an application package.
- Please attach a completed W-9 to the application.
- Complete application packages can be submitted electronically, by mail or delivered to

Tierra Del Sol Housing
210 E. Idaho Ave, Ste. B
Las Cruces, NM 88005

- For any additional information please contact Carmen Durant or Socorro Rodrigues at 575-541-0477 office or Central Cellphone- 575-386-7294, Tierra Del Sol Housing.

The CARES Act Rent/Mortgage/Utility Relief Program Application

To begin the application process for rent/mortgage/utility assistance related to COVID-19 the following application package must be completed and submitted along with the applicable supporting documents. Documentation of all funds received related to the COVID-19 pandemic are required. Applications are processed on a first-ready, first-served basis.

Documentation Required to Upload for All Requests:

- Government issued picture ID required for all applicants
- Verification of income loss, employment, or reduction in wages as a result of the COVID-19 Pandemic.
- Copy of unemployment filings
- Layoff notification
- Reduction of hours' notification
- Last (2) pays stubs
- 2019 Tax Returns

Documentation for requesting Rent/Mortgage Assistance:

- Current lease or rental or home loan agreement
- Past due notice for lease or rental or mortgage payment(s)
- Eviction notice
- Your Landlord or mortgage holder must also complete the Landlord/Mortgage Verification and return to Tierra Del Sol with the completed application.

Documentation for requesting Utility Payment Assistance:

- Past due Utility Bill
- Disconnect Notice (if applicable)

A Tierra Del Sol Housing staff member will contact you by phone or email should additional information or documentation be needed.

1. I have a loss of income as a direct result of the COVID-19 pandemic. Yes • No •

2. Briefly describe your loss of income as a direct result of the COVID-19 pandemic:

3. Did you become unemployed after March 1, 2020, as result of the COVID-19 pandemic?
Yes • No •

4. What was the date of separation from your employer? _____, 2020.
Terminated • Quit Voluntarily •

5. Have your work hours or wages been reduced as a result of the COVID-19 pandemic? Yes • No •

6. Have you provided documentation for all sources of your income? Yes • No •

7. Are you receiving unemployment benefits? Yes • No • Amount received _____

8. Have you already received funding for these expenses from the Community Development Block Grant (CDBG)/Housing and Urban Development (HUD) ? Yes • No •
 Amount received _____

If **ALL** of the above statements are **TRUE**, you meet all other application requirements, and sufficient funds remain available, then you may qualify for assistance.

Application Information

Applicant First Name _____

Applicant Last Name _____

Social Security Number _____

Primary Phone Number _____

Applicant Email Address _____

Physical Address _____

City State Zip _____

Current Rent/Mortgage

Current Monthly Rent/Mortgage _____

Name of Landlord/Bank _____

Landlord's/Bank's Phone and Email _____

Acknowledgments

The Applicant must sign this application.

I understand the information provided above is collected to determine if I am eligible to receive assistance under the COVID-19 Rent/ Mortgage/ Utility Assistance Program for the COVID-19 public health emergency.

I hereby certify that the current physical address listed above is our primary residence.

I hereby certify that all the information provided herein is true and correct.

I understand that providing false statements or information is grounds for denial and is punishable under federal law.

I authorize Doña Ana County and Tierra Del Sol Housing to verify all information provided in this application.

Utilities Assistance

Current Monthly Bill _____

Name of Company _____

Amount Passed due _____

NOTE:

- **All questions must be answered. Incomplete applications and failure to provided required information and/or documents could result in denial.**
- **Tierra Del Sol Housing Authority will notify successful applicants of total amount of assistance covered by the Relief Assistance.**

Applicant Certification

Please read and certify the following information. The application, including attachments, is subject to disclosure under New Mexico’s public records law, subject to limited applicable exemptions. Applicant acknowledges, understands, and agrees that, except as noted below, all information in its application and attachments will be disclosed without notice to applicant if a public records request is made for such information. Doña Ana County will not be liable to applicant for such disclosure.

Social Security numbers are collected, maintained and reported by Doña Ana County in compliance with IRS 1099 reporting requirements and are not considered public records pursuant to N.M. Sat. Ann. §14-3-7.1.

I certify that the information provided in this application is true and accurate to the best of my ability, and no false or misleading statements have been made in order to secure approval of this application. Doña Ana County is authorized to make all inquiries deemed necessary to verify the accuracy of the information contained herein. Doña Ana County or Tierra Del Sol Housing shall be entitled to access and audit such records as may be necessary to prevent fraud and ensure compliance with federal requirements. Under penalty of perjury, I declare that I have read the foregoing application and that the facts stated in the application are true and correct. I understand that knowingly making a false written declaration is a felony.

Applicant Name: _____

Applicant Signature: _____

Date: _____

Best way to be notified of decision: _____