SMART LANDLORD PROGRAM: HOW TO REGISTER AS A COUNTY VENDOR
ELIGIBILITY GUIDELINES

TO QUALIFY FOR ASSISTANCE, INDIVIDUAL(S) MUST:

1) Be a PBC resident renting in a residential dwelling, and;
2) Household income is at or below 80% AMI (emphasis on 30% and below), and;
3) Qualified for unemployment, or;
4) Experienced a reduction in income directly or indirectly from COVID-19, or;
5) Can demonstrate a risk of experiencing homelessness or housing instability.
## Area Median Income (80% and Below)

<table>
<thead>
<tr>
<th>Household/Family Size</th>
<th>30%</th>
<th>50%</th>
<th>80%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$18,450</td>
<td>$30,750</td>
<td>$49,200</td>
</tr>
<tr>
<td>2</td>
<td>$21,100</td>
<td>$35,150</td>
<td>$56,200</td>
</tr>
<tr>
<td>3</td>
<td>$23,750</td>
<td>$39,550</td>
<td>$63,250</td>
</tr>
<tr>
<td>4</td>
<td>$26,350</td>
<td>$43,900</td>
<td>$70,250</td>
</tr>
<tr>
<td>5</td>
<td>$30,680</td>
<td>$47,450</td>
<td>$75,900</td>
</tr>
<tr>
<td>6</td>
<td>$35,160</td>
<td>$50,950</td>
<td>$81,500</td>
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<tr>
<td>7</td>
<td>$39,640</td>
<td>$54,450</td>
<td>$87,150</td>
</tr>
<tr>
<td>8</td>
<td>$44,120</td>
<td>$57,950</td>
<td>$92,750</td>
</tr>
<tr>
<td>9</td>
<td>$48,600</td>
<td>$61,500</td>
<td>$98,350</td>
</tr>
<tr>
<td>10</td>
<td>$53,080</td>
<td>$65,000</td>
<td>$104,000</td>
</tr>
</tbody>
</table>
Individual(s) have indirectly lost income or incurred significant cost due to COVID-19 if:

a) An individual who supported the household financially is now unable to pay due to a loss of job or income as a result of COVID-19
b) An individual incurred cost by caring for someone who had COVID-19
c) An individual experienced an Increased childcare cost due to COVID-19
d) An individual experienced an increase in utility cost due to COVID-19
e) An individual experienced an increase in medical cost due to COVID-19
What documentation is needed to prove a household is at risk of experiencing homelessness or housing instability?

1. A past due utility or rent notice or eviction notice, or
2. Unsafe or unhealthy living conditions, or
3. Any other evidence of risk, as determined by the grantee.
BENEFIT PARAMETERS

WHERE APPLICABLE, HOUSEHOLDS MAY:

1) Receive help with rent and utilities only
2) Receive up to 12 months back rent
3) Receive up to 3 months forward rent (must pay arrears first)
   • Must provide documents to show the issue still exists every 3 months
PRIORITY HOUSEHOLDS

PRIORITY WILL BE GIVEN TO:

• Households at or below 30% of AMI
• Households with an eviction notice
• Individuals who have been unemployed for more than 90 days
DOCUMENTATION REQUIRED

- Evidence of COVID-19 direct or indirect impact
- Evidence of risk of homelessness or housing instability

Evidence of Income Eligibility:
- Wage statement, unemployment compensation statement or a copy of Form 1040 as filed with the IRS for the household
- Income from the past two months prior to the submission of the application (paystubs, tax returns, unemployment income, etc.)
- Determination letter after January 1, 2020 from a local, state, or federal government assistance program

For Rental Assistance:
- Current lease agreement and balance statement signed by the landlord

For Utility Assistance:
- Copy of past due utility bill or disconnection notice

Valid government issued ID
SS Card for the Applicant
From the County website at www.discover.pbcgov.org
Select Online Services
From the Online Services
Select Register as a PBC vendor or activate an existing account
There is a link to register and a Vendor's Guide to Doing Business

http://discover.pbcgov.org/purchasing/Pages/Vendor-Registration.aspx
Register for an account or Sign in if you are already registered
Read and review the **Memorandum of Agreement** and accept the terms.
Gather all of the documents you need before starting registration
You can search for an existing account before getting started
If Results Not Found, continue to New Registration
Complete user information
Create a user id, password, and Security question
Verify your email address by going to your email account and clicking on the link sent by VSS
Thank You!

A verification email was sent to you. Please print page for your records.

1. Open the email
2. Click the link provided in the email

Cannot click the link in the email?

1. Copy the link from the email
2. Paste it into your browser

Have not received a Verification Email?

1. Login to VBS as an Activated User using your User ID and Password
2. Correct your email address and click Next
3. Click Next again to verify your email address

Close Browser
The link will bring you back to VSS to login
Select Taxpayer Identification Number type and Classification

Will you be doing business with Palm Beach County as an individual, sole proprietor, or corporation?
Complete business information
Complete 1099 information and legal address
Complete the information about your organization
Answer address questions
Complete address and contact information. Enter a billing address if necessary.
Upload a W-9 Tax Identification Form and choose a Commodity Code
To upload, select "ADD". For commodity codes, select “ADD”.

Landlords and property managers should use Commodity Code 97164 “Residential Space Rental or Lease”
Choose the file type and Attach File
Document will show based on the file name. Almost done!
Before you submit the registration, you will have an opportunity to check your information and make any changes.

If you have any issues, please call Community Services Department at 561-355-4792.
FOR MORE INFORMATION
CALL
(561) 355-4792
OR EMAIL US AT
CSDCARES@PBCGOV.ORG
Website
www.RentalAssistancePBC.org