

# Town of Eagle Business Advancement Program

## Housing Stipend FAQ Sheet

The Housing Stipend is designed to help Eagle businesses support employees who live and work within the Town of Eagle by contributing directly to their rent.

### Who is eligible to receive a stipend?

- Employee(s) must live within the Town of Eagle municipal boundaries.
- Employee(s) may be full-time or part-time.
- Stipends can support one or multiple employees.

### How should the stipend be paid?

Grantees have flexibility in how funds are distributed:

- Payments can be made in a lump sum or in monthly contributions.
- Payments are made directly to the landlord or property manager on behalf of the employee.

### What documentation is required?

To receive reimbursement, grantees must submit the following:

#### 1. Invoice / Rent Verification:

- Invoice or rent notice from landlord/property manager. See **Exhibit A** attached.
- OR a lease agreement showing monthly rental rate if the individual lives in a lock-off or accessory dwelling unit (ADU).

#### 2. Proof of Payment Made by Employer (Grantee):

- Cleared check (copy or check stub), or
- Cashier's check receipt, or
- Credit card or bank statement (with personal information redacted)

#### 3. Proof of Matching Contribution:

- Housing Stipends also require a one-to-one employer match.
- *Example:*
  - \$2,000 BAP Housing Stipend grant + \$2,000 employer contribution
  - Total documented rent support = \$4,000

### Other helpful tips.

- All Housing Stipends must be paid, documented, and submitted for reimbursement on or before January 31, 2027.
- Keep a simple tracking log of payments that includes employee name, address, and month of rent.
- Save documentation as you go and don't wait until you're preparing to file for reimbursement.



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**Apartment Property Management, LLC - Online Payment Confirmation**

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**CAUTION:** This email is from an external source. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello, John Smith

You have an upcoming payment of \$2,500.00 due on 02/01/2026. This payment will appear on your statement as multiple transactions - your charges labeled Apartment Property Management, LLC and the transaction fee labeled AppFolio Fee.

The details of the payments due are as follows:

|                 |                   |
|-----------------|-------------------|
| Amount          | \$2,500.00        |
| Transaction Fee | \$2.00            |
| <b>Total</b>    | <b>\$2,502.00</b> |

To make future payments, or to edit or end this automatic payment, please [visit your online portal](#) at any time.

Thank you for choosing Apartment Property Management, LLC.

Apartment Property Management, LLC

(800) 123-4567