



**SANTA MONICA RENT CONTROL BOARD**  
 1685 Main Street, Room 202, Santa Monica, CA 90401  
 (310) 458-8751



**2018 VERY LOW-INCOME DISABLED TENANT  
 REGISTRATION FEE WAIVER APPLICATION**

MPP# \_\_\_\_\_  
*office use only*

**Tenant Information** *Please print*

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Street Address \_\_\_\_\_ Unit \_\_\_\_\_

*List all other people in the household 18 years of age or older. Use an additional sheet if necessary.*

Name \_\_\_\_\_ Name \_\_\_\_\_

**Proof of Disability**

*You must attach a photocopy of one of the following documents:*

Rent Control Disability Certificate     Proof of Social Security disability income

Proof of Supplemental Security Income (SSI) for the blind or disabled

**Proof of Income Eligibility**

*You must attach documents showing all income for each member of the household 18 years of age or older. See reverse for definitions of income and assets.*

1. Did you file a 2017 tax return?

YES – If yes, you must provide:

- Complete copy of 2017 tax return
- Form SSA-1099 or SSA-2458 (*SSI income*)
- Documentation of all income not listed on return

NO – If no, you must provide:

- Form SSA-1099 or SSA-2458 (*SSI income*)
- Checking account statement
- 2016 tax return (if filed)
- Documentation of all sources of income

2. Do you have total assets worth more than \$100,000?

*A portion of the household's assets valued at more than \$100,000 will be included in your income.*

NO     YES ► Estimate the total value of your assets including savings accounts, IRA accounts, investments, property, etc: \$ \_\_\_\_\_

**Declaration**

I, \_\_\_\_\_, declare, under penalty of perjury, that all information stated on this form is true and correct and that I meet the minimum qualifications for a very low-income Disabled Tenant Rent Control Registration Fee Waiver. This declaration was signed by me this \_\_\_\_\_ day of \_\_\_\_\_, 2018, at \_\_\_\_\_.

*city*

\_\_\_\_\_  
*signature of applicant*

# VERY LOW-INCOME DISABLED TENANTS MAY QUALIFY FOR A WAIVER OF MONTHLY RENT CONTROL REGISTRATION FEE PAYMENTS.

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## **WHO IS ELIGIBLE?** You are eligible if:

1. You are a tenant of a controlled rental unit in the City of Santa Monica; **and**
2. You have a physical or mental disability that substantially limits one or more major life activities, **and**
3. The annual gross income of your household in 2017 was equal to or less than the following:

<u>Household Size</u>	<u>Maximum Annual Income</u>
1	<b>\$27,006</b>
2	<b>\$30,864</b>
3	<b>\$34,722</b>
4	<b>\$38,580</b>

## WHAT IS THE DEFINITION OF "DISABLED"?

A disabled individual is any person who has a long-term physical impairment or who presently has a mental impairment, either of which substantially limits one or more life activities.

## WHAT IS "GROSS INCOME OF THE HOUSEHOLD"?

This is the income received in the 2017 tax year by every member of your household who was at least 18 years old. This includes, but is not limited to: **wages, salaries, bonuses, tips, gross amounts of pensions and annuities, retirement benefits, Social Security benefits (SS), life insurance benefits, interest, capital gains, gifts, inheritances, third-party income, and other assets.**

## WHAT DOCUMENTS ARE REQUIRED TO PROVE INCOME?

For all members of your household with an income we require: (1) a U.S. Individual Tax Return Form 1040 (if one was filed); and/or, (2) a Report of Confidential Social Security Benefit Information, known as Form SSA-1099 or Form SSA-2458, or a printout or bank statement showing direct deposit of benefits you or your family members receive. Call the Social Security Information Teleservice Number **1-800-772-1213** for forms. If they are sending you Form SSA-2458, ask them to fill in the amount of SS benefits, if any, on line 2 and the amount of Supplemental Security Income (SSI), if any, on line 5. Finally, you may be asked for statements regarding money deposits, annuities or investments.

## WHAT IS INCLUDED IN THE TOTAL VALUE OF ASSETS?

Your estimate should include the value of assets held by any member of the household, including real property, money deposits of any kind (including checking accounts, savings accounts, IRA accounts, deferred compensation, etc.) annuities, investments, etc. **DO NOT** include the value of necessary items of personal property, such as furniture and automobiles.

## WHEN DOES THE FEE WAIVER BEGIN?

You may apply for a waiver of Rent Control registration fees at any time throughout the year. Processing may take up to 60 days, but a waiver is effective from the first day of the month a complete application is filed. Fee waivers are not retroactive.

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The Santa Monica Rent Control Board phone lines are open Monday through Thursday 7:30a.m. - 5:30p.m., and the public counter is open 8:00a.m. - 4:30p.m. City Hall is closed every other Friday. On alternate Fridays, phone hours are 8:00a.m. to 5:00p.m., and counter hours are 8:00a.m. - 4:30p.m. Call (310) 458-8751 for information and assistance.