



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



**2011 VERY LOW-INCOME DISABLED TENANT  
 REGISTRATION FEE WAIVER APPLICATION**

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

**Tenant Information** *(Please print)*

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

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

Social Security # \_\_\_\_\_

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

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

**Documentation**

*Attach documents showing all income for each member of the household 18 years of age or older.*

Proof of Disability:

**MUST INCLUDE ONE FROM THIS COLUMN**

- Rent Control Disability Certification signed by a physician
- Proof of Social Security disability income
- Proof of Supplemental Security Income (SSI) for the blind or disabled

Proof of Low-Income Eligibility:

**MUST INCLUDE AT LEAST ONE FROM THIS COLUMN**

If you did file a 2010 tax return, provide:

- Form SSA-1099 or SSA-2458 *(see reverse)*
- Complete copy of 2010 tax return
- Documentation for income not on return

**OR**

If you did not file a 2010 tax return, provide:

- Form SSA-1099 or SSA-2458 *(of SSI income)*
- Documentation for all other income

*See reverse for definition of income*

**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 granting a very low-income Disabled Rent Control Registration Fee Waiver. This declaration was signed by me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, 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 2010 was equal to or less than the following:

| <u>Household Size</u> | <u>Maximum Annual Income</u> |
|-----------------------|------------------------------|
| <b>1</b>              | <b>\$26,880</b>              |
| <b>2</b>              | <b>\$30,720</b>              |
| <b>3</b>              | <b>\$34,560</b>              |
| <b>4</b>              | <b>\$38,400</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 2010 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 Supplemental Security Income (SSI) on line 5.

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.