



City of Milford, Connecticut

Founded 1639

THE DEPARTMENT OF HUMAN SERVICES - and - MILFORD YOUTH AND FAMILY SERVICES

150 Gulf Street - Milford, CT 06460

Telephone
203-783-3253

Fax
203-783-3238

RENTERS REBATE APPLICATION REQUIREMENTS CHECK LIST:

You will need to provide the following relevant documents to submit and process your **2024** Renters' Rebate application via mail or the Milford Department of Human Services Drop Box.

1. Verification of ALL 2023 Income which may include any of the following:

- 2023 Income Tax Documents (if filed)
- Social Security Retirement Benefits (SSA 1099 form 2023)
- Pension/ Private Retirement Statement (1099-R form 2023)
- Individuals receiving SSI need a Benefits Verification Statement for 2023

****NOTE:** *You may request a copy of your benefit letter by logging in to your account at www.ssa.gov or calling the Social Security automated phone assistance, 1-800-772-1213. When you hear "How can I help you today?" say "proof of income."*

2. Verification of ALL rent paid in 2023 which may include any of the following:

- Written document from landlord specifically stating amount **paid**
- Copies of canceled checks
- Rent receipts

(If renting from a relative, the landlord's 1040 and schedule E are required.)

3. Verification of all utilities paid in 2023 which may include any of the following (gas, oil, electric, and water):

- All 2023 utility bills showing amount paid NOT amount billed
- 2023 payment history from utility company

****NOTE:** *To request a payment history (one-page document) for your account for all payments made in 2023 (including any Energy Assistance payments), please contact your utility companies listed below: (UI, SCG, Regional Water Authority and/or Oil Co.)*

Contact: UI - Customer Service: (800) 722-5584

Southern CT Gas - Customer Service: (800) 659-8299

4. State of Connecticut – Office of Policy and Management One-Page Application:

- <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/IGPP-Forms/Renters-M-35R-Application.pdf>
- Sign and date the highlighted area ONLY.
- Your signature confirms your application to the Renters' Rebate program.
- Return form with ALL Renters Rebate documents.

5. Individuals in a nursing home are required to produce additional information:

- i. Letter from healthcare facility that has been signed by Administrator that indicates dates that the individual was in the facility and date resident went on Title XIX.
- ii. Title XIX verification.

Returning your application and documents

You may return your documents 1 of 2 ways. Please pay close attention to the instructions below for each option.

- **Drop-Box:** Located at Milford Department of Human Services, 150 Gulf St.
 - Documents must be in a sealed envelope labeled "*Attention: Renters Rebate*" on the front of the envelope.

OR

- **Mail to:** Milford Department of Human Services,
Attention: Renters Rebate
150 Gulf St.
Milford, CT 06460

All the following *must* be included in your envelope for drop off and/or mailing:

- Renters Rebate application (signed & dated)
- All supporting documentation
- The best contact phone number to reach you
- Social Security Number
- Date of Birth
- Marital Status (married, single, divorced or widow). If you are married, please make sure that the same information is included for your spouse.

****Note:** Please allow ample time for the documents to be processed and submitted. Copies of your documents, including your approval/denial letter, will be returned to you upon completion. **