

**SECURITY DEPOSIT GUARANTEE PROGRAM  
TENANT RIGHTS AND RESPONSIBILITIES**

---

Coordinated Access Region \_\_\_\_\_

You are applying for a Security Deposit Guarantee (SDG) that will be guaranteed by the Department of Housing (DOH). Guarantees are authorized only if funds are available. ***This is NOT an entitlement program.***

You must complete the application within 60 days of the date you begin the process. You may request one or more 60-day extensions to complete the application. Your extension request must be **in writing** and sent to your CAN coordinator. You will receive a written decision on your extension request.

When we have received a completed agreement between you and your landlord, (DOH-SDG-11), the CAN will process the agreement within 5 working days of receiving it.

**Your household MUST meet both the financial and categorical eligibility requirements listed below:**

**FINANCIAL ELIGIBILITY**

*Your household must meet and provide proof of one of the following requirements:*

Your household's total gross annual income must not exceed 150% of the federal poverty income guidelines by family size,

**OR**

You receive temporary family assistance (TFA), state-administered general assistance (SAGA), refugee assistance, and state supplement program benefits e.g. (aid to the aged, blind or disabled (AABD), SNAP, safety net services pursuant to section 17b-112e of the CGS or Medicaid

**You will not be eligible for the program if it is determined that you do not have enough money to pay the monthly rent.**

To establish your financial eligibility, you have the option of choosing either to provide four (4) weeks of **current** income documentation, or income documentation for the full year (52 weeks) before the date of your completed application.

You may also provide copies of social security checks or any other benefit checks. If you are **self-employed**, you must provide six (6) or twelve (12) full calendar months of income documentation and the previous year's IRS Form 1040 (with all appropriate schedules, including C, D, E, SE, K, etc.) Additional income documentation may be required of the self-employed.

**CATEGORICAL ELIGIBILITY**

*Your household must meet and provide proof of one of the following requirements:*

Currently reside in emergency housing or an emergency shelter in Connecticut,

Currently reside in Veteran's Grant and Per Diem (GPD) Program

Has a primary nighttime residence that is a public or private place not meant for human habitation as verified by CAN outreach worker.

Left your permanent housing to escape domestic violence.

**Once eligibility has been established, you will receive a Certification of Eligibility (DOH-SDG-06)**

**This certificate can be shown to a landlord to prove that you are eligible for the program.**

***You are required to notify us IMMEDIATELY if you decide not to move into the dwelling unit that you were approved for. Failure to do so may result in termination from the SDG program.***

**PAYMENTS**

We will pay your landlord for damages, beyond normal wear and tear, and/or unpaid rent as long as the landlord notifies us within 45 days of the date you moved, and, you do not dispute the claim filed by the landlord. If you dispute the landlord's claim, you will be given a chance to dispute the claim before it is paid.

**OTHER**

We are required to notify you in writing within 10 working days from the date we receive your completed application of your approval or denial. If our decision is to deny your application, we also must tell you the reason for the denial. You have the right to have a determination notice postmarked within 10 working days of our receipt of a completed application. **If you do not receive a determination notice within 10 working days, call us at:**

\_\_\_\_\_.

You have the right to a desk review if you have been denied assistance for a Security Deposit Guarantee or, if you are not notified of a decision within 30 days of completing the application. Any desk review request must be made in writing to the Department of Housing, 505 Hudson Street, Hartford, CT 06106 ATTN: Karin Motta. Requests for desk reviews must be submitted within 20 days of the date of your denial.

If you are dissatisfied with the results of the desk review, you have the right to an Administrative Hearing. Hearing requests must be mailed or faxed. Mail requests to: Department of Housing, 505 Hudson Street, Hartford, CT 06106 ATTN: Legal Division. Fax requests to: Department of Housing, **(860) 706-5741**. Hearing requests must be filed within 60 days of the desk review decision.

Data collected by the program regarding your application may be shared among program administrators for the purpose of providing security deposit guarantees and will be shared with the department for the purpose of review, audit or evaluation.

If you have questions about this information, please call us at: \_\_\_\_\_

(Telephone number – with area code)