



LUKE A. BRONIN
Mayor

CITY OF HARTFORD

DEPARTMENT OF HEALTH AND HUMAN SERVICES

131 Coventry Street
Hartford, Connecticut 06112
Ph: (860) 757-4700
Fax: (860) 722-6851
www.hartford.gov



LIANY E. ARROYO
Health Director

RELOCATION ASSISTANCE ELIGIBILITY NOTICE

- 1) Go to the Hartford Fire Department (HFD) to obtain a letter verifying that you had a fire and you were a resident in the building. This letter is given to the head of household only. You may have to provide proof of address. The Fire Department can answer questions related to the safety of the building, damages, getting needed items out of the unit, and other fire-related issues. The Hartford Fire Department is located at 253 High Street (Public Safety Complex), Hartford, CT. The Special Services Unit phone number is 860.757.4520.
- 2) Go to the Division of Licenses and Inspections (L&I) office to obtain a letter if your unit and/or building have been deemed uninhabitable due to fire. This means the building or your unit is not safe for you to stay there until repairs are made, the utilities are back on, or the building will be condemned or destroyed. 260 Constitution Plaza on the first floor. 860.757.9200, or 860.757.9210
*You will need your letter from the Fire Department and a picture ID. *If you don't have a picture ID, ask if the Fire Department will call Licenses and Inspections and verify for you.
- 3) In order to make this process as smooth as possible, you will need to provide to HHS the following:
 - a. Rent receipts for the 90 days immediately prior to displacement
 - b. Copy of the lease
 - c. CT driver's license or ID card
 - d. Utility bill
 - e. Proof of income (e.g., pay stubs, employment verification letter, etc.)
- 4) Once you have all of the above documentation, you need to contact the Department of Health and Human Services at 131 Coventry Street, Hartford, CT. 860.757.4700. HHS will complete the following with you:
 - a. Relocation intake
 - b. Will determine eligibility and make referrals as needed for the following:
 - i. Temporary housing
 - ii. Moving expenses
 - iii. Storage
 - iv. Rental Assistance
- 5) After the determination has been made, you, as well as the Relocation Program, will begin to search for housing comparable by monthly rent and by number of rooms. The following forms must be completed prior to moving into any permanent housing:
 - a. A completed W-9 Request for Taxpayer Identification Number and Certification;
 - b. A Certificate of Occupancy (CAO) from L&I;
 - c. Section 8 or HUD inspection (if applicable)
 - d. Letter of verification stating approval by new landlord
 - e. Signed lease

Things you need to know:

- The new residence must be within 50 miles of Hartford's borders

- If you have been approved for relocation assistance payments, it will take 2 to 6 weeks for payments to be processed

And finally, it is important that you maintain communication with your Relocation Case Worker and share contact information for continuous quality services.