



CHECK LIST

1. Applications/Schedule 2 Form

*Applications are for **NEW** sober homes. If you are adding a home, you need to fill out an application.

*Schedule 2 Forms are for **RECERTIFICATION**. List and updates of sober home information. If any of the home's information has changed, for example, house manager, contact information, email addresses, they **need to be updated on this form**.

2. Proof of Insurance

*The document **REQUIRED** only need be an Insurance Binder from the homes insurance company or the Declaration page of the home's policy. It **MUST** list the name of the owner of the property or the name of the sober home and be current for a year from the date listed.

3. Written Permission from Lessor

*The letter must state it gives the **renter/lessor** permission to rent the home for use as a sober home. This document **MUST** be signed and **NOTARIZED** by the actual owner of the house.

4. Letter of Recommendation

*The letter **must** be mailed into MASH by the person who is providing a recommendation on behalf of the sober home owner. It must list the name of the sober home owner, the name of the home, and the address of the home.

5. Mission Statement/ Vision Statement

*Must contain the mission and the vision of the sober house and include a statement of the values and the purpose of the sober home.

6. Informational Material

*The information should reference the sober home in the form of a brochure, flyer, or anything which explain the supportive services of the sober home.

Resident Agreement

*This document should be the agreement between the sober home and the resident for service **ONLY**. It can include all the resources provided by the sober home to the resident including support meetings and workshops. Also, you should add what is provided by the sober home: household items, bedding, dressers, food, etc. Please include the things **NOT** prohibited in the home. **Rental fees should be in a separate document**. The Resident Agreement serves as a legal and binding contract between the resident and sober home and therefore must contain an area for the signatures for both parties to sign and date.

Policies and Procedures

*This area must include **ALL** the following:

- A. **House Rules-** This area is to include all the rules of the sober home. Examples include, but are not limited to: visitors hours, laundry times, if there are designated smoking areas, dress code, etc. Please document what the consequences for breaking any of the house rules. (Separate document within the Policies and Procedures)
- B. **Rental Agreement-** The rental agreement is a contract for rent between the sober home and the resident. The document should include the amount of rent being charged, how often it is paid, to whom it is paid to, the recommended method of payment, and when it is to be paid. It must also include what happens in the event of missed or late payments with any additional fees assessed. Within this document, homeowners/operators are encouraged to include the rules for eviction/termination of the rental agreement. To prevent a hardship on the resident, MASH has set a standard for late fees (effective November 1, 2017), as follows: No more than one seventh (.14%) of a week's rent and not more than once every seven days. This is a legal and binding contract between the resident and sober home owner and therefore must contain an area for the signatures of both parties to sign and date. (Separate document within the Policies and Procedures)
- C. **Refund Policy-** This document **MUST** be concise. The document should include refunds for any money given by the resident or on behalf of the resident for rent or fees in **ANY** event. This is a legal and binding contract between the resident and sober home owner and therefore must contain an area for the signatures of both parties to sign and date. (Separate document within the Policies and Procedures)
- D. **Personal Property Disposition-** This section should document what happens to the resident's property in the event of an eviction/termination of the rental agreement.
- E. **Alcohol/Drug Use/Relapse Procedure-** This section requires the process and procedure in the event of the use of alcohol, drugs, or relapse. Be clear about the actions you will take during these procedures.
- F. **Searches of Prohibited/Hazardous Items-** This section should include what happens in the event of a residents' property search. It should indicate the steps taken during the search and what the process is after the search. Be clear when listing actions to be taken.
- G. **Urine Screens-** This section should indicate the purpose of the urine screen, the outcome of the urine screen if any, and when they will be conducted. Be clear when listing information.

- H. **Medication Use Policy-** This should indicate how the medication is stored, how the resident can obtain their medication when needed, and any other resources needed for resident's who are on any medications. Be clear when listing information for the medication policy.
- I. **Written Residents Rights-** This is a list of rights the residents have while staying in the sober home. These rights are different from the house rules. The rules of the house should state the do's and don'ts of the house itself. Residents rights should indicate what rights the resident have as a resident in the home, example: resident has a right to live in a clean and well-kept home, free of structural or personal risk. Be clear about the rights of the residents.

Declaration of Non-Discrimination

*This document should indicate the sober home commitment to not discriminate against anyone for any reason.

Example of Nondiscrimination Statement and Policy. [Sober House Name] does not and shall not discriminate by race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Managers Job Description

*This should indicate the operating standards of the sober home as well as the responsibilities of the House Manager. These responsibilities must include working hours, what their responsibilities are in case of an emergency, how conflicts are resolved within the sober home, and what the process is for documenting events. Please be clear when stating the role of the House Manager.

Code of Ethics

*This must be the sober home's code of ethics, not MASH. You are welcome and encouraged to refer to the MASH code of ethics, but please add the sober home's name when creating the title page for the code of ethics. Here is a resource to assist in building a code of ethics: <http://gogreenplus.org/nuts-and-bolts-guide/people-nuts-and-bolts-guide/human-resources-employee-effectiveness/code-of-ethicsconduct/>.

Emergency Procedures

*This document outlines only the essential procedures and information people need to know when initially responding to an emergency or disaster. It's purposefully short so that it can be kept readily available – near phones, in cars, at homes.

Grievance Policy and Procedure

*This should indicate a grievance process for residents within a sober home. The document should state the steps taken to file a grievance and who will lead the process. The document should be clear and easy to read. In the event the grievance cannot be solved within the home, the grievance policy should

state the residents right to report the grievance to MASH through the website at www.mashsoberhousing.org.

List of Photo's Needed (ALL PHOTOS NEED TO BE CLEAR)

- 2 Naloxone (Narcan Kits) with Instructions (Houses need 2 kits present at all times)
- Posted House Rules
- Posted Grievance Policy and Procedures
- Posted Emergency Procedure Document (This is the same document we require for your Emergency Procedure.)
- Posted Evacuation Maps (Map on each floor of the house.)
- Posted Exit Signs (Minimum of 2 signs.)
- Photos of the Sober Home

Municipal Lien Certificate

*This is a Massachusetts State Law “(iii) a certificate issued pursuant to section 23 of chapter 60 indicating, “there are no taxes or other assessments that constitute liens on the parcel of real estate upon which the housing shall be located.” Home owners can obtain a copy of this document from their city/town tax assessors office. This document can sometimes take a couple of days to process. Be sure to put in your order for this document early to ensure receiving it promptly.

Fees Charged by M.A.S.H.

Initial Application Fee	\$150
Inspection Fee per House	\$50
Annual Recertification Fee	\$150
Annual Recertification Inspection Fee per House	\$50
Certification Reinstatement Fee (Effective 11/1/17)	\$250

***All documents and disclosures need to be titled along with the name of the sober home listed clearly on them.**