

Massachusetts Alliance for Sober Housing

CHECK LIST

Applications/Schedule 2 Form

*Applications are for **NEW** Sober Homes. If you are just adding a home, an application will still need to be filled out.

*Schedule 2 Forms are for **RECERTIFICATION**. This is where the homes information is listed. It is also where the homes information is updated. If any of the homes information has change, example: house manager, contact information, email addresses, then it should be updated on this form.

Proof of Insurance

*Should **ONLY** be an General Liability Insurance Binder for at least \$1M, from the sober home's 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.

Written Permission from Lessor

*Letter must state it gives the renter permission to rent the home for the use of a Sober Home. This document should be **signed and notarized** by the actual owner of the house being used as a Sober Home.

Letter of Recommendations

*Letters **must** be mailed into M.A.S.H. by the person who is giving the recommendation on behalf of the Sober Home owner. It must list: the name of the Sober Home owner, name of the home, and the address of the home.

Mission Statement/ Vision Statement

*Must contain the mission or the vision of the Sober House. This is a simple statement of the values and the purpose of the Sober Home.

Resident Agreement

*Represents the agreement between the Sober Home and the resident for home expectations **ONLY**. It can include all the amenities and other expectations provided by the Sober Home including: house curfews, house meetings, and optional workshops. In addition, may list items provided by the Sober Home such as: household items, beds, dressers, food, etc. Also include the items **NOT** prohibited in the home. Rent should be presented 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 of 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 house. Examples: house curfews, laundry hours, whether smoking is permitted, if visitors are permitted, dress code, etc. Also, consequences for failing to comply with these rules should be indicated in this document.
- B. **Rental Agreement-** The rental agreement is a contract for rent between the Sober Home and the resident. It should include the amount of rent being charged, how often it is paid, to whom it is paid, the recommended method of payment, and when it is to be paid. It must also indicate the consequence in the event of missed or late payments with fees (after 30 days) if any. Within this document home owners are encouraged to include the rules for eviction/termination of the rental agreement. To prevent a hardship on the resident M.A.S.H. has set a standard for late fees, as follows: No more than one seventh (.14%) of a week's rent and not more than once every seven days, **ONLY TO BE ENFORCED AFTER 30 DAYS OF THE LATE PAYMENT**. 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-** Document **MUST** be concise and clearly stated. Included are refunds for any money given 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-**Section should indicate the process in the event of an eviction/termination of the rental agreement and what happens to the residents' belongings if left at the residence once terminated/evicted.
- E. **Alcohol/Drug Use/Relapse Procedure-** Section should indicate what happens in the event of the use of alcohol, drugs, or relapse. Be clear of the actions taken during this process.
- F. **Searches of Prohibited/Hazardous Items-** Section should indicate what happens in the event of a residents' property or room 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-** Section must indicate the purpose of the urine screen, the outcome of the urine screen if any, how urine screens are logged and documented, and when they will be conducted. Be clear when listing information.

- H. **Medication Use Policy-** **Must** indicate how resident medication is stored, how the resident can obtain their medication when needed, and any other information needed for resident's who are on any medications. Be clear when listing information for the medication policy.
- I. **Written Residents Rights-** List of rights the residents have while staying in the 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. Example: residents have the right to live in a safe and sober environment free from physical violence. Be clear of the rights of the residents.

Declaration of Non-Discrimination

*Document should indicate the Sober Home will not discriminate against anyone for any reason.

Example of Non-discrimination Statement and Policy. [Sober House Name] does not and shall not discriminate on the basis of 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

*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 protocols the house manager is responsible for executing or overseeing, the expectation of the house manager in the in case of an emergency, how to handle challenges within the house or with residents, and the process for documenting events. Please be clear when stating the role of the House Manager.

Code of Ethics

*Must represent the Sober House own code of ethics, but should align with MASH and NARR code of ethics. You are welcome and encouraged to refer to the M.A.S.H code of ethics, but please do not use the MASH logo.

Emergency Procedures

*Should indicate the House Address and Staff Numbers. Should be a clear document stating specific protocols and contact information. This is in case of an emergency, so anyone should clearly read the information quickly and at a glance.

Grievance Policy and Procedure

*Policy should indicate the policy and procedures for grievances within or about the Sober Home or its residents. The policy should state the steps taken in the event of a grievance being reported and who is responsible for handling the grievance. Policy should be clearly stated and indicate in the event the grievance cannot be solved within the home, residents have the right to report the grievance to

M.A.S.H. through the website @ www.mashsoberhousing.org . When a grievance is reported to M.A.S.H., MASH will then get involved and begin an investigation of the claim.

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 receive a copy of this document from their city/town tax assessors office. This document can sometimes take a couple of days to obtain. Please be sure to put in your order for this document early to insure receiving it in a timely manner.

Fees Charged by M.A.S.H.

**Initial Application Fee per House	\$150
Inspection Fee per House	\$50
Annual Recertification Fee	\$150
Annual Recertification Inspection Fee per House	\$50
Certification Reinstatement Fee (Effective Nov. 1)	\$250

****Homes which have their applications in prior December 1, 2017 will be grandfathered in.**

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