

Application Checklist

	Ready	Missing	Notes
Application for MASH Certification			
Resident Agreement			
House Rules			
Letters of Recommendation			
Policies & Procedures that cover:			
* Refund policy			
* Personal property disposition			
* Alcohol/drug use/ relapse procedure			
* Prohibited/hazardous items and searches			
* Urine screens			
* Medication use/policy (4.7 CR, 23.1 CS)			
Code of Ethics			
Proof of Insurance <i>(Insurance cover page only)</i>			
Mission/Vision Statement(s)			
Grievance Policy and Procedure <i>(must reference MASH website to file grievance)</i>			
Manager's Job Description			
Emergency Procedures <i>(house address and staff phone number)</i>			
Affidavit of non-discrimination			
Notice of Fees to Residents			
* All fees must be in document signed by resident			
* No late fees for 30 days			
Written Permission from Lessor			
Written Resident Rights			
Scheduled 2 <i>(for recertification with updated information)</i>			
Municipal Lien Certificate <i>(every 2 years)</i>			

Please send missing documents by email to: Silvia@mashsoberhousing.org or fax: 781-819-5151 or by mail to: MASH- 5 Edgell Rd, Suite 30, Framingham, MA 01701