

- **Application** –Fill out the online [application](#) for MASH Certification
- **Resident Agreement** - This agreement is between the sober home and the resident. The agreement should include all expectations of residents living in the sober home including: house curfews, house meetings, and optional workshops. In addition, you may list items provided by the sober home such as: household items, beds, dressers, etc. A house should also list all items not prohibited in the home. 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. (Rent should be presented in a separate document.)
- **House Rules**- Sober home house rules may include: curfews, laundry hours, whether or not smoking is permitted, if visitors are permitted, dress code, etc. Also, all consequences for failing to comply with these rules should be indicated in this document.
- **Letter(s) of Recommendation** - All houses must have at least one letter of recommendation. This letter can be sent to MASH in an email attachment or by mail. The letter can not be an informal email and must be sent in letter format. The letter must be sent from the person who is giving the letter or recommendation. The letter must include: the name of the sober home owner, name of the home, and the address of the home. MASH's mailing address is: 5 Edgell Road, Framingham, MA 01701 or email to Silvia Dominguez-Bodie at Silvia@mashsoberhousing.org
- **Policies and Procedures** must include all information below:
 - **Refund Policy**- This document must be concise and clearly stated. Please list the refund policy for any money given on behalf of the resident for rent. 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.
 - **Personal Property Disposition**-This section of the document should indicate the process in the event of an termination of the rental agreement and what happens to the residents' belongings if left at the sober home once terminated or evicted.
 - **Alcohol/Drug Use/Relapse Procedure** - This section of the document should indicate what happens in the event of the use of alcohol, drugs, or relapse. Clearly state the house policy and any actions that will be taken.
 - **Searches of Prohibited/Hazardous Items** - This section of the document should indicate what happens in the event of a resident's property or room search. It should clearly indicate the steps taken during the search and what the process is after the search.

- **Drug Screen and Toxicology Protocols**- This section of the document must indicate the purpose of the drug screen and toxicology protocols, the outcome of the drug screen, how drug screens are logged and documented, and when they will be conducted. Be clear when listing information.
 - **Medication Use Policy**- This policy must indicate how resident medication is stored, how the resident can obtain their medication when needed, and any other information needed for residents who are on any medications. Be clear when listing information for the medication policy.
- **Code of Ethics** - All sober homes must have their own code of ethics that align with the MASH code of ethics. You are welcome and encouraged to refer to the MASH code of ethics, but please do not use the MASH logo.
 - **Proof of Insurance** - MASH-certified sober homes must have a General Liability Insurance Binder for at least \$1M, from the sober home's insurance company or the declaration page of the home's policy. The policy must list the name of the owner of the property and the name of the sober home. The insurance policy needs to be current.
 - **Mission Statement/Vision Statement** - The mission statement must state the mission or the vision of the sober house. This is a simple statement of the values and the purpose of the sober home.
 - **Grievance Policy and Procedure** - The grievance policy and procedure should indicate the sober home's policy and procedures for grievances made by residents. The policy should state the steps taken in the event of a grievance being reported and who is responsible for handling the grievance. The policy should be clearly stated and indicate in the event that the grievance cannot be resolved by the home, residents have the right to report the grievance to MASH through the website @ [File a Grievance](#). The policy must list information on how to contact MASH including the MASH phone number and website.
 - **Manager Job Description** - The manager 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.
 - **Emergency Procedures** - The emergency procedures need to include the house address and staff numbers. This document must state emergency protocols and contact information. In the case of of an emergency residents should be able to clearly read the information quickly and at a glance.
 - **Declaration of Non-Discrimination** - Document should indicate the sober home will not discriminate against anyone for any reason.

- **Notice of Fees** - The rental agreement is a contract for rent between the sober home and the resident. The agreement must 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. The agreement must also indicate the consequence in the event of missed or late payments with fees (after 30 days) if any. Sober home owners are encouraged to include the rules for eviction/termination of the rental agreement. 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. Please review the **notice regarding fees for residents of sober homes** prior to finalizing your fee agreement.
- **Written Permission from Lessor** - If you do not own the sober home property you must get written permission from the lessor to operate the sober home on their property. This letter must state that the renter has permission to rent the home and run a sober home on the property. This document must be signed by the owner of the house.
- **Written Residents Rights**- The written resident rights list the rights of residents while living at the sober. The resident rights are different from the house rules. Example: residents have the right to live in a safe and sober environment free from physical violence.
- **Schedule 2 Form** - The schedule 2 form is only required for **RECERTIFICATION**. Please use this form if any of the home information has change for example: house manager, contact information or email address.
- **Municipal Lien Certificate** - **It is a requirement that all MASH-certified sober homes have a municipal lien certificate.** “(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.” Homeowners 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 request this document early to ensure that you receive it in a timely manner.
- **Copy of Sober Housing 101 Training completion information** – New owners and managers/operators are required to attend [Sober Housing 101](#).

NOTE: All documents and disclosures must have the name of the sober home listed.