

Name of home:

Application Checklist

	Ready	Missing	Notes
Application for MASH Certification			
Resident Agreement			
House Rules			
Letter of Recommendation (New Homes ONLY)			
Policies & Procedures that cover:			
* Refund policy			
* Personal property disposition			
* Alcohol/drug use/relapse procedure			
* Prohibited/hazardous items and searches			
* Drug testing policy			
* Medication use/policy (4.7 CR, 23.1 CS)			
Code of Ethics			
Proof of Current Insurance- Commercial General Liability <i>(Insurance cover page only)</i>			
Mission/Vision Statement			
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			
Resident Work Policy			
Safety Policy			
Resident Participation Policy			
Resident Record Policy			
Neighbor Communication Policy			
Infectious/Contagious Disease Policy			
Financial Record Keeping Policy			
Resident Financial Agreement <i>(Please see Notice Regarding Fees for Residents)</i>			
* Single page document requiring the resident's signature			
Written Permission from Lessor (if applicable)			

Written Resident Rights			
Schedule 2 <i>(for recertification or updating information)</i>			
Municipal Lien Certificate <i>(every 2 years)</i>			

Please send documents by email to: office@mashsoberhousing.org or fax: 781-819-5151 or by mail to: MASH
5 Edgell Rd, Suite 30, Framingham, MA 01701. For any questions please contact MASH at 781-472-2624.