



**Greater Hartford Coordinated Access Network (GH-CAN)
Housing Partner Agreement**

On behalf of the Greater Hartford Coordinated Access Network (GH-CAN) and the clients we serve, THANK YOU for agreeing to become a GH-CAN Housing Partner. With your participation, we are one step closer to officially ending chronic homelessness in our community. While we as a region have made major strides in reducing homelessness over the last several years, we would be hard-pressed to make progress if it were not for partnerships like yours. We see this as a reciprocal relationship shared equally by landlords, the GH-CAN member agencies, and the clients we serve.

By completing and signing this document, you are effectively agreeing to the terms stated within. If at any time you have questions about your partnership with the GH-CAN, please feel free to contact us.

_____ (insert landlord) and _____ property management company (if applicable)) agree to partner with the Greater Hartford Coordinated Access Network and the GH-CAN member agencies to increase the housing options available to individuals and families experiencing homelessness. In order to become a Housing Partner, the above landlord/property management company agrees to the follow criteria:

- Complete a vetting process to ensure unit is up to basic habitability standards and appears as advertised
- Provide proof of ownership of unit being rented (for private landlords only)
- Provide proof of authority to sign (if applicable)
- Provide a completed W-9
- Provide a HUD Quality Standards Checklist
- Allow photos to be taken of unit
- Agree to 1) accept third-party rental assistance (either short-term and/or extended), Security Deposit Guarantee, AND 2) complete necessary paperwork for administration of those payments (if applicable)
- Offer rent at or below Fair Market Rate (FMR) in the official "Hartford-West Hartford-East Hartford CT HUD Metro FMR Area" (or applicable FMR area if unit is located out of jurisdiction) *
- Allow unit information to be collected through the Landlord Property Listing Worksheet (including what utilities and appliances are included in rent).
- Make reasonable accommodations for individuals or families with disabilities
- Abide by all federal and state fair housing statutes

- Designate a Point of Contact for the property management company/landlord to communicate with Journey Home as part of this project
- Attend a training provided by Journey Home on housing and service programs
- Allow for unit inspections when necessary
- Sign a non-legally binding agreement indicating understanding of the GH-CAN and its terms

Landlord address: _____

Telephone (Landlord): _____

Email (Landlord): _____

Office address (Property Manager): _____

Telephone (Property Manager): _____

Email (Property Manager): _____

In addition to meeting the above participation criteria, a GH-CAN Housing Partner agrees to implement at least one of the two following steps to help increase access for those experiencing homelessness.

CHECK AT LEAST TWO BOXES BELOW:

GH-CAN clients will be supported with case management services that are available to assist clients with following a lease and being good neighbors. For these GH-CAN clients, _____ (insert landlord/property management company agrees to

- Adjust screening criteria (lower standards regarding criminal background, credit score, past evictions, etc.)
 - Specific alterations made: _____
- Include ALL utilities in rent (heat, hot water, gas, electric, water, sewer, trash).
- Willing to follow Fair Market Rent (F.M.R.) rates in the Greater Hartford Region (specifically where the unit of the client is located).

In exchange for becoming a GH-CAN Housing Partner, eligible landlords will gain the following:

- ✓ Tenants Who Are Supported: These tenants will have supports specifically designed to assist the household to comply with its lease. For some tenants this will be time-limited services, to assist with the transition into housing and learning how to be a good tenant and neighbor. Other tenants may need permanent supports. The tenants are typically matched to programs that provide this type of ongoing services. These housing stabilization support services include in-person or phone/email check-ins with the tenant at least twice a month. GH-CAN support service staff are available to the landlord for any concerns that arise as needed.
- ✓ Guaranteed Rent Payments. Rental assistance is provided according to each programs' guidelines. Direct deposit is available for some programs to ensure that rental subsidies

are received on time. The tenant's support services team will be available assist the tenant to help remind them to pay the tenant's portion of the rent.

- ✓ Risk Reduction Fund: Our experience is that our tenants do not, on average, carry a greater risk than other similar tenants. Even so, if a GH-CAN tenant causes more damages than the security deposit or insurance will cover, Journey Home will pay up to \$1000 of additional funds including damages to the property caused by tenant, unpaid tenant portion of rent, abandonment of unit payments, and high utility bills (after the security deposit and insurance have been used).

- ✓ Communication: Journey Home will be available to facilitate communication between the landlord and agency services staff as needed. Journey Home is available to help connect the landlord to contacts at GH-CAN agencies, or other partner agencies that can provide technical assistance.

- ✓ Reduce Advertising Costs. By partnering with the GH-CAN, and sending information to Journey Home about unit openings, Journey Home will distribute this information to the GH-CAN housing programs, so that landlords can quickly fill vacancies without the need to pay for advertising.

- ✓ Obstacle Prevention. Our service teams conduct regular home visits to ensure that tenants are stabilized in their new environments, that their jobs are going well, and that they are getting the support they need. Regular follow up with tenants allow us to identify and address any issues early on before they become irreparable. Our housing case managers also encourage landlords to come to them with any concerns they have regarding their tenants in their housing programs so that proactive measures can be taken early on. If all else fails, housing case managers may be able to assist with relocation of a tenant in order to avoid an eviction. Housing Case managers are a resource for landlords and their program participants.

- ✓ Public Acknowledgement of participation at annual appreciation event, as well as promotion on Journey Home website and marketing materials.

In order to provide the GH-CAN with an opportunity to address concerns and prevent jeopardizing or terminating this partnership, we request that the above landlord/property management company communicates with their GH-CAN agency providing case management services to the client:

- Issues that arise which could lead to written notice of any lease violation or potential eviction
- Late payment of rent by GH CAN Referred Tenants
- Awareness of any potential or actual damage to the rental unit caused by the tenant
- If there is concern or questions regarding partnership/membership status.

Any and all benefits will be rescinded if this GH-CAN Housing Partner agreement is violated or should the landlord choose to terminate partnership.

I, _____ (insert printed authorized name to sign for landlord, understand and agree to the terms and information listed above.

Landlord Signature

Date

I, _____ (insert printed authorized name to sign for property management company (if applicable), understand and agree to the terms and information listed above.

Property Management authorized signature

Date

On behalf of the Greater Hartford Coordinated Access Network, Journey Home agrees to provide additional support to all Housing Partners in order to foster and maintain this important partnership. Journey Home agrees to be available to Housing Partners to answer questions, mitigate challenging situations, and otherwise be an active partner in the relationship between the tenant, partner agency, and landlord.

Matthew Morgan
Executive Director, Journey Home

Date

This document is non-legally binding, but indicates expressed written consent of landlord expectations, participation criteria, and the incentive program.

AGENCIES THAT PARTICIPATE IN SUPPORTIVE & RAPID RE-HOUSING

JOURNEY HOME	IMAGINEERS, LLC.
CAPITOL REGION MENTAL HEALTH CENTER	THE CONNECTION, INC.
MY SISTER'S PLACE	IMMACARE
COMMUNITY HEALTH RESOURCES	CHRYSLIS CENTER
COMMUNITY RENEWAL TEAM	INTER COMMUNITY MENTAL HEALTH GROUP
VETERANS, INC	MERCY HOUSING & SHELTER CORP.
HANDS ON HARTFORD	YWCA- HARTFORD REGION
SALVATION ARMY- MARSHALL HOUSE	U.S. DEPARTMENT OF VETERAN AFFAIRS