

Community Mediation Referral Form

Referral Date: _____

Part I: Referral Information [to be filled out by Referral Agency]

A. Consent to referral:

Tenant: ☐ Yes

Landlord: ☐ Yes

Note: verbal consent is fine; can just have consent from one party

B. Referral Agency:

☐ HCEC (Agency Name; Contact Person Name, Email, Phone; Agency Case/Client #?):

☐ RAA (Agency Name; Contact Person Name, Email, Phone; Agency Case/Client #?):

Referral Agency Information:

C. Receiving CMC:

Receiving CMC Info

(Contact Person Name & Email/Phone, Agency Case/Client #?)

D. Parties:

Tenant (Name, Email, Phone, Address):

Landlord (Name, Email, Phone, Address):

Tenant Attorney (Name, Email, Phone):

Landlord Attorney (Name, Email, Phone):

How many **adults** are there in the household?

How many **children** are there in the household?

How much is tenant's rent share?

What is/are all household income source(s) and monthly amount(s)?

Please check type of housing:

- ☐ Section 8 Voucher (Administering Agency for Section 8: _____)
- ☐ Massachusetts Rental Voucher (MRVP)
- ☐ Project-based subsidy
- ☐ Public housing
- ☐ Private market

Please check here ☐ if unknown and needs to be clarified
(describe) _____

E. Case Status: (check all that apply)

- ☐ RAFT Application filed or in process (Date of Application, if known: _____)
- ☐ Notice to Quit issued (no court involvement yet) (Date of NTQ, if known: _____)
- ☐ Reason for Eviction: Non-payment of rent No Fault Other
- ☐ Summons & Complaint filed in District Court, BMC, or Housing Court (_____)
- ☐ Are any court events scheduled? Include dates, if known _____

F. Reason for Referral to Community Mediation: (check all that apply):

Tenant owes more than RAFT can cover
Landlord and tenant disagree on amount of rent
Applicant has been denied RAFT
Communication problems exist between the parties and/or with RAA/HCEC staff
High level of conflict between the parties – relationships are frayed
Different levels of knowledge and access to information
Issues are complex, involve multiple parties and/or require specialized expertise
Other (please specify): _____

G. Brief Description of Dispute: