

# 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:**