



HomeBASE *Information for Landlords*

HomeBASE is a program to help families in the EA Emergency Family Shelter system secure housing. It provides up to \$30,000 over a two-year period, with the possibility of up to an additional \$15,000 for a third year of help.

How does HomeBASE help tenants pay landlords rent?

HomeBASE pays up to \$45,000 over a 36-month period. During this time, the tenant pays at least 30% of their income towards rent. The rest is paid directly to you by a Regional Administering Agency (RAA). The exact portion of rent paid by the RAA and by your tenant will depend on the rental price and the needs of the family.

Landlords have to be invited to participate in HomeBASE. You might learn about the program from a potential tenant, a broker, or a Housing Search Worker who represents a tenant.

What is the Application Process?

Once you and a tenant have agreed that they will rent an apartment from you, the HomeBASE process starts:

- 1 A family requests HomeBASE funds to rent your unit, working in partnership with a Housing Search Worker who submits the program application.
- 2 Then, you as the landlord will need to fill out your part of the application. **You will receive an email with a link to the state's HomeBASE application portal, as well as a code to get started on your application.** You'll need to upload documents that prove your identity and that you own or manage the unit.
- 3 Once both the tenant and landlord portions of the application are submitted, they will be reviewed for final approval by the RAA. Decisions take approximately 5 business days.

What are the Benefits for Landlords?



- **One Month's Rent Bonus**
You can receive up to one month's rent as a bonus.
- **Security Deposits**
The program can help families cover move in costs.
- **HomeBASE families have access to time-limited subsidies**
Eligible families pay a minimum of 30% of their income and the program helps with the remainder.
- **HomeBASE families are supported**
Families have a stabilization worker that meets with them regularly to discuss any challenges to their tenancy.

To learn more about the HomeBASE program, visit www.mass.gov/HomebaseForLandlords





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Helping families who are eligible for EA Emergency Family Shelter quickly find and pay for stable housing

How Do I Complete my Part of the Application?

To get started, you'll need to share



- ✓ Your name, phone number, email address, and mailing address
- ✓ Copy of a signed lease (please note that **we require a minimum 1-year lease commitment**)
- ✓ Lead certificate for prospective unit (if family has children under 6 years old)
- ✓ Board of Health Certificate (if prospective unit is in Brockton or Hull).

You'll also need...



When submitting your portion of the application, you will need to upload the following:

- W-9 form
- Proof of ownership (RAA's will accept a deed, real estate tax bill, or water/sewage bill)
- Direct deposit information for payment
- Photo ID

Note: You cannot upload anything that can be edited, such as a Word or Excel file. Also, there is a limit of 10 MB for any document you upload.



How can I follow up on my application?

- You can track the application status by logging into the website using your case number or name.
- If you have questions or need help submitting your portion of the application, contact your tenant's Housing Search Worker (likely the person who accompanied them to see the apartment).

To learn more about the HomeBASE program visit:

www.mass.gov/hlc/homebase -or- www.mass.gov/homebaseforlandlords

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Executive Office of Housing & Livable Communities

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