HomeBASE Application – Executive Office of Housing & Livable Communities (EOHLC) Required Family Documents

Stabilization and Participant Agreement – This Agreement includes the following documents:

- HomeBASE Data Collection Summary Form
- Stabilization Agreement Program Participant Obligations
- Voluntary Authorization to Release Information
- Appeal Rights
- Single Incident Reasons for Termination Form
- HomeBASE Host Family or Guest Household Assistance Agreement. This is in all packets but is only required if the family is in a co-share, subletting, or home sharing arrangement.

Additional HomeBASE Required Documents – The following documents are required. This is in addition to the Stabilization and Participant Agreement.

- Signed Lease
- Apartment Habitability Checklist: This document must be signed by **both** HOH and the landlord following an in-person viewing of the unit by HOH. All responses marked as "no" must provide proof that necessary repairs have been completed before HomeBASE can be approved prior to the lease start date.
- Breakdown of Funds. Download the Rental Stipend Calculator tool HomeBASE Rental Stipend Calculator for guidance.
- Proof of Emergency Assistance (EA) Family Eligibility
  - o EA Provider Shelter Letter. This is for families entering HomeBASE from EA Family Shelter, if the family's shelter entry was before April 11, 2025. This must include the date the family entered EA Family Shelter, and family members on the grant.
  - o Form NFL-9A. This is for families entering HomeBASE from Diversions, or entering HomeBASE from EA Family Shelter if their shelter entry date was on or after April 11, 2025.

o EA Family Shelter letter. This is the letter confirming a family was residing in EA Family Shelter and is now leaving – DV/BSAS.(referrals only)

- Proof of HomeBASE Income Eligibility
  - Effective October 7, 2025, families must verify that their household income does not exceed 200% of the Federal Poverty Limit (FPL) at the point of HomeBASE application.
  - Income eligibility is to be confirmed by the Regional Administering Agency (RAA) based on the automated MassHealth/Department of Transition Assistance Benefit Check in HHH.
  - In cases where the HomeBASE applicant is found to enrolled in one of the named MassHealth/DTA benefits programs, the family will be determined income eligible for HomeBASE.
  - In cases where the MassHealth/DTA benefits programs cannot verify income eligibility, the RAA will be responsible for contacting the HomeBASE applicant and the relevant EA Family Shelter provider or Diversion provider to request documentation to demonstrate income eligibility. Please see RAA "Check In" slides for examples of verification of income.
  - All household members 18 years or older must provide verification of income to their EA Family Shelter, Diversion, or RAA staff. Documentation requested may be for both earned income and unearned income. Verification for a full month is required if the frequency is more than monthly. The documents must also be dated within the last 60 days:

    1. An example of earned income is wages from a job. Examples of acceptable forms of documentation include, but is not limited to:
       a. Most recent month of pay stubs (most recent two if paid bi-weekly or four if paid weekly).
       b. Most recently received W-2.
       c. Letter from employer confirming pay rate and average number of hours worked per week.
    2. Examples of unearned income can include, but is not limited to:
       a. gifts (money from friends or family regularly),
       b. alimony,
       c. child support,

d. unemployment benefits,
e. worker's compensation,
f. veteran's benefits,
g. pension payments, or
h. government payments, such as:
- o Social Security benefits,
- o Transitional Aid to Families with Dependent Children,
- o Emergency Aid to the Elderly Disabled and Children,
- o Retirement, Survivors, and Disability Insurance,
- o Supplemental Security Income, or
- o SSDI Social Security Disability Insurance.

3. HomeBASE applicants who are unemployed may show proof of this by providing the following documents including, but not limited to:
a. Statement of zero Income,
b. Layoff notice or letter of dismissal,
c. Active unemployment registration
d. Proof of unemployment claim status, or
e. A screenshot of the Department of Unemployment Assistance's online account showing payments.

Case-dependent required documents. The following documents are only required in specific cases where HomeBASE is being used for the noted expenses. These documents need to be uploaded in HHH if applicable.

• Rent share letter from a housing subsidy provider. This is sent by the subsidy provider to the shelter or family. provider. This is only applicable if family is receiving a housing subsidy)
• Proof of arrears from a landlord or utility provider, if applicable
• Furniture invoice (provided by shelter provider, if applicable
• Broker Fee: HomeBASE Broker Self-Attestation Form. Effective August 1, 2025, HomeBASE will not cover a broker's fee for a salesperson or broker hired by the landlord or the provider. In accordance with the Massachusetts law effective August 1, 2025, and EOHLC guidance, HomeBASE may only cover broker fees when the family - not the landlord or provider- directly hires the broker.)

• HomeBASE Host Family/Guest Household Agreement (if co-sharing, scanned from the stabilization and participant agreement and uploaded)
• Letter of Compliance (LOC) with Massachusetts Lead Law, or Letter of Interim Control, which addresses urgent lead hazards and is valid for up to two years. If the letter is valid for one-year with an option to renew), that is also acceptable. RAA to verify letter after one year during the recertification if participant remains in unit. LOCs do not expire and are considered valid so long as the conditions of the home remain the same. (These must be provided only if a building pre-dates 1978 and the family has a child under six years old).

HomeBASE Application – EOHLC Required Landlord Documents

• W-9 Form. This is required for tax identification purposes. More details can be found on the IRS website.
• Proof of ownership (e.g., deed, real estate tax bill, water/sewage bill);
• Direct deposit information, needed for rental stipend payment (account and routing number, bank letter, or voided check)
• Photo Identification (e.g. Driver's License, Passport, Commonwealth issued ID card)