

HomeBASE Application – EOHLC Required Family Documents

Stabilization and Participant Agreement – The Stabilization and Participant Agreement is comprised of 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 in addition to the Stabilization and Participant Agreement.

- Signed Lease
- Breakdown of Funds (download the Rental Stipend Calculator tool for guidance)
- Proof of EA Eligibility
 - EA Provider Shelter Letter (for families entering HomeBASE from EA shelter if the family's shelter entry was before April 11, 2025; must include the date the family entered shelter, and family members on the grant),
 - NFL-9A (for families entering HomeBASE from Diversions, or entering HomeBASE from EA shelter if their shelter entry date was on or after April 11, 2025)
 - Shelter letter (letter confirming a family was residing in shelter and is now leaving – DV/BSAS referrals only)

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 End 2 End if applicable.

- Rent share letter from a housing subsidy provider (sent by subsidy provider to shelter provider. 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)
- 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 (valid for one year with an option to renew), is also acceptable. 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 (required for tax identification purposes, more details 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)