



Steps to Becoming (and Staying) a HomeSharer

The following describes the process of becoming and staying a HomeSharer. Please keep this form in a safe place and refer to it often!

1. **COMPLETE APPLICATION** The following must be returned to HRB:
 - HomeSeeker or HomeProvider Application
 - Consent to Criminal Background Check
 - Read HomeShare Program Requirements
 - Read Steps to Becoming and Staying a HomeSharer
 - Read FAQ's

2. **CHECK INTO**
 - How HomeSharing will affect your income?
 - If your income is affected, check with the IRS about the effect on your income taxes.
 - Eligibility for SSI, Food Stamps, Medicaid, Chore Services, Utility Supplements, Dental Supplements

3. **APPROVAL PROCESS**
 - If HRB informs you that your application is incomplete, take steps to complete the missing parts
 - If you do not hear from HRB for two weeks after sending application, contact HRB to check on the status of your referrals
 - When HRB contacts you to schedule an interview, arrange a day/time to meet in the HRB offices
 - Meet at HRB offices on scheduled day and time for Application Interview
 - Once a match has been made, provide HRB with the Background Check Fee of \$10 (\$25 if you have lived out of state in the past 2 years) and complete the Homeless Management Information System (HMIS) form.

4. **MAKING A MATCH**
 - If HRB contacts you to meet a potential HomeSharer, follow up with HRB or with the HomeSharer to schedule a meeting with this person.
 - Contact HRB if you ever want to have your name removed from our list of actively searching HomeSharers; otherwise, your name will be in our database until you find a match.
 - Contact HRB if you need to update your Application

- Meet with HomeSeekers in public setting; use HomeSharer First Meeting Points suggestions for topics
- If you seem compatible, arrange another meeting to talk more and perhaps see the home to be shared.
- Recommended: Before moving in, make a homesharing agreement (using HRB's sample form, or one of your own design)
- Once you decide to HomeShare, contact HRB and make sure HRB has phone numbers for both parties that will be current
- SEND HRB A COPY OF HOMESHARING AGREEMENT (by fax, mail, or drop off)

5. HOMESHARING

- When contacted by HRB, complete brief telephone follow-up interviews
- Maintain tidy, safe living space abide by the terms of the homesharing agreement
- Periodically review homesharing agreement and negotiate changes as needed
- If conflicts arise, use HRB's Conflict Resolution Suggestions to help settle differences
- If you decide to end the homesharing arrangement, contact HRB and complete a brief telephone exit interview