

**REQUEST FOR TRAINING OR DEMO - PLEASE DO NOT INCLUDE A FAX COVER PAGE**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 AM	<input type="radio"/> Housing Search	<input type="radio"/> Housing Search	<input type="radio"/> Housing Search	<input type="radio"/> Housing Search	<p><b>UNAVAILABLE ALL DAY</b></p> <p>our staff will <u>generally</u> not be available on Fridays, as we are handling secretarial, billing, and/or technical work on this day.</p>
9 AM					
10 AM	<input type="radio"/> Housing Search		<input type="radio"/> Housing Search	<input type="radio"/> Housing Search	
11 AM					
12 PM					
1 PM					
2 PM	<input type="radio"/> Housing Search	<input type="radio"/> Housing Search	<input type="radio"/> Housing Search	<input type="radio"/> Housing Search	
3 PM					
4 PM					

Block print is easy to read *but flowery writing is hard to read.*

- Full Name: \_\_\_\_\_ ➡ 2. UserName or ID ([jsmith@aol.com](mailto:jsmith@aol.com)): \_\_\_\_\_
- Your Agency and Program Name: \_\_\_\_\_
- Tel: \_\_\_\_\_ ➡ 5. Fax: \_\_\_\_\_
- Email: \_\_\_\_\_ @ \_\_\_\_\_
- Indicate the kind of help you want by checking the appropriate box:  
 HOUSING SEARCH TRAINING     REFRESHER or FOLLOW UP QUESTIONS     PROBLEM APPS or WAITLISTS     OTHER  
 - If asking for a **session**, fill in a time and day above, then tell us what date you want for this session? \_\_\_\_/\_\_\_\_/\_\_\_\_
- Go to the calendar and fill in the appropriate circle ○= ● so we know what time you want.
- Fax this form to 617-536-8561.

## Here's what you get with a subscription to HousingWorks:

- **A comprehensive Housing Database of every kind of subsidized, affordable, special needs, non-market level housing, permanent or transitional.** We show you which waitlists are open and who's taking applications. We give you applications, pre-filled with your client's information. **This is the fastest and most accessible way of making you a housing expert, and you can help more clients in fewer hours. If you use our system, clients will be placed faster, or with less work!**
- **Access to applications to more than 5000 subsidized, affordable, and special needs housing programs;** you can generate these applications *pre-filled with your client's information*. **If you spend more than two hours a month asking for, or hand completing applications, this subscription will more than pay for itself.**
- **A practical means of updating waitlists** when your clients move, or experience a change in household size, income, or address. **This helps reduce *vacant-unit* time at many properties, and can shorten the time your client spends waiting for a unit offer.**
- **A simple cover page that simplifies the mailing of applications.** Buy #10 double window envelopes and fold the applications where indicated, so that the mailing addresses show in the envelope windows. **This saves you from buying mailing labels, hand addressing of thousands of applications, and ensures better delivery by the post office.**
- **A one-page Authorization Form** (back page of the OS-DC documents provided during your training session). This is a release form that both the client and the advocate should sign.
- **Reports**, including a way to track which applications have been sent, when, and to what waitlists. This allows your clients to check their status with individual housing authorities and management companies.
- **A confidential system for tracking clients who have disappeared.** This is handy if you receive an offer of housing or a voucher for your client, but the client has moved on; you may be able to locate them instantly and let them know they have a vacancy or voucher interview.
- **Accounts can be transferred at any time should a staff person leave.**
- **A shirt or totebag with a short, powerful slogan about the value of your work.**
- **Many of these waitlists cannot be located UNLESS you use HousingWorks**

<ul style="list-style-type: none"> <li>- <b>Affordable Homeownership</b> <i>(w or w/o voucher)</i></li> <li>- <b>Assisted Living Facilities</b></li> <li>- <b>Chapter 200 and 705 housing</b></li> <li>- <b>Chapter 667 housing</b></li> <li>- <b>Congregate housing</b> – <i>various populations</i></li> <li>- <b>Deaf Independent Living</b></li> <li>- <b>Disability Housing</b></li> <li>- <b>Elderly: 55+yrs, 60+yr and 62+yrs</b></li> <li>- <b>Emergency Solutions Grant Programs</b></li> <li>- <b>Ex-Offender Housing Communities,</b> <i>including private landlord arrangements</i></li> <li>- <b>Federal Subsidized Public Housing</b> – 200+ Housing Authorities <i>(some overlap with State)</i></li> <li>- <b>Federal Subsidized Privately Managed Housing</b> 1300+ Developments <i>(some overlap with State)</i></li> </ul>	<ul style="list-style-type: none"> <li>- <b>HOPWA and HIV-Specific Housing</b></li> <li>- <b>McKinney-Vento</b> TH and PSH programs</li> <li>- <b>Mobile Home Parks</b></li> <li>- <b>MRVP</b> <i>(State rental assistance program for non-disabled)</i></li> <li>- <b>AHVP</b> <i>(trans. rental assis prgm for disabled ind)</i></li> <li>- <b>Temporary Rental Assistance Programs such as HomeBase</b></li> <li>- <b>Non-profit subsidized</b></li> <li>- <b>Nursing Homes</b></li> <li>- <b>Permanent sober housing</b></li> <li>- <b>Private small landlords</b> with less-than-market-rate units <i>Landlords with affordable units should be able to list in the system</i></li> <li>- <b>Inventory in bordering states!</b></li> </ul>	<ul style="list-style-type: none"> <li>- <b>Section 8 Project Based Designated Housing Programs</b> <i>(individuals with disability, under 62)</i></li> <li>- <b>Section 8 Project Based Mainstream Housing Programs</b> <i>(families with disability)</i></li> <li>- <b>Section 8 mobile voucher programs</b></li> <li>- <b>State Subsidized Public Housing</b> – 200+ Housing Authorities <i>(some overlap with Federal)</i></li> <li>- <b>State Subsidized Privately Managed Housing</b> 1300+ Developments <i>(some overlap with Federal)</i></li> <li>- <b>USDA Subsidized Housing</b></li> <li>- <b>Veterans Transitional Housing</b></li> <li>- <b>VASH subsidies</b></li> <li>- <b>All other transitional, emergency, and permanent supportive housing programs</b></li> </ul>
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