



## Conditions for Use:

*HousingWorks* was created to improve the work load of everyone involved in housing: no client of yours - and no housing provider - should experience harm because of the way someone else is using our system. To that end, you must agree to the following conditions when using our service:

- Only one staff person may ever access an account. Should that person leave, you may provide us a new name and email and we will transfer that account to the replacement at no cost.
- You must enter a client's profile into our system if you want to generate pre-filled housing applications.
- Applications can only be printed if a waitlist is open and the client's profile has been entered into our system. This means, there is no benefit to saving an application to your desktop, to use later for another client. You may not save an application and then "white out" - or erase - any part of it, in order to use it for another client at a later date.
- You agree to update client information in our system as long as the client continues to work with you.
- You may not open any housing waitlists unless the housing provider has verified that that waitlist is, in fact, open.
- *Our philosophy is, no one gets help your at the expense of other clients – we will all stay afloat together, or we will all sink together.*

Program Director and Staff must sign: **I/We agree to abide by these conditions.**

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Signature of Program Director

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Signature of Staff Person 1

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Signature of Staff Person 2

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Signature of Staff Person 3

## Here's what you get during your *Trial Access* period:

1. Ability to search a comprehensive Housing Database of every kind of subsidized, affordable, special needs, non-market level housing, permanent or transitional. That's over 5000 programs, if you count Boston Housing Authority as one program! 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!**
2. Access to applications to @ 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.**
3. Our free training over the web, to get you started. The training last 45 mins to 1 hour. You get to sit at your own computer while watching the screen and actively participating.
4. 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.**
5. 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.**
6. A one-page **Authorization Form** (see back page of the OS-DC document). This is a release form that both the client and the advocate should sign.
7. 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.
8. 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.
9. A handy set of forms and documents that will help you work with your clients **more efficiently**. You may continue to use these after the trial period even if you decide not to purchase a subscription.
10. What types of Subsidized/Affordable Housing can you locate and apply to if you use HousingWorks? See the table on next page.

Many of these waitlists cannot be located UNLESS you use HousingWorks

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