The HomeShare Process

1. Program Orientation
   a) Read this information packet completely.
   b) Review the program limitations provided in Section 3.

2. Complete and Submit the HomeShare Application

3. Income Verification
   a) You will be required to provide verification of income. This can be 3 most recent pay stubs, a social security statement, or a bank statement.

4. Reference Check
   a) Before the interview, we will check your references (three or four people who are not related to you but who know you well), to help determine if our HomeShare program can be helpful to you.

5. Criminal Background Check
   a) Before your interview we will check for a criminal background.
   b) Having an offense on your record will not automatically disqualify you from HomeSharing. The nature of the offense and the duration of time after the offense will be taken into consideration.
   c) If you have an offense on your record you will be required to share this information with any prospective housemates.

6. Interview
   a) During the application interview we will ask you many questions about your lifestyle and preferences.
   b) We will ask you to sign a release of information, which allows us to share with other prospective HomeSharers the information we have learned about you.

7. Referrals
   a) At this point in the process, we check our list of current situations to see if anyone registered with us meets your needs.
   b) If so, you will receive a call from your counselor describing the other person. It is important to remember that who you choose to meet or have a trial period with is your decision.
   c) At any point during the referral and introduction stage you can decide that this particular match is not right for you.
8. **Introduction**
   a) If both parties want to meet one another, an introduction is scheduled.
   b) A counselor will be present, unless you decide this is unnecessary. The counselor will help you ask questions and get to know one another.
   c) We encourage you to meet as often as you like before making a decision.

9. **Trial Period**
   a) If both parties are interested, we will help you set up a mutually agreed upon "trial period." This is an opportunity to find out what it is like to live together.
   b) If the trial period does not work out, the seeker needs to have a place to move back to.
   c) We urge seekers not to give up their current living situation until they are sure the HomeShare arrangement is going to work out.
   d) Also, we urge providers to try to accommodate the fact that during the trial period the seeker may be paying rent somewhere else.

10. **Written Agreement**
    a) Once a HomeShare match is made, the final step is to formalize the arrangement with a written agreement.
    b) Items covered in this document are: rent, services, meals, phone, quiet hours, termination of agreement, and any issues both parties want included.
    c) HomeShare agreements are on a month-to-month basis.

11. **Ongoing Support**
    a) Once you are matched in a HomeShare situation, you are still welcome to call your HomeShare counselor, should any problems arise.
    b) Your HomeShare counselor will call you from time to time to say "hi" and see how things are going.
    c) We also offer mediation and negotiation services should difficult situations arise.