**Housing Opportunities Collaborative**

Housing Partner Agreement

On behalf of the Housing Opportunities Collaborative and the clients we serve, THANK YOU for agreeing to become a Housing Partner. With your participation, we are one step closer to officially ending homelessness in our community. While we as a county have made major strides in reducing homelessness over the last several years, we would hard-pressed to make progress if it were not for partnerships like yours. We see this as a reciprocal relationship shared equally by landlords, the Collaborative and its nonprofit agency partners, and the households we serve.

By completing and signing this document, you are effectively agreeing to the terms stated within. If at any time you have questions about your partnership with the Collaborative, or wish to upgrade your membership status, please feel free to contact us.

**Collaborative Housing Partner**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert landlord/property management company) agrees to partner with the Housing Opportunities Collaborative and the Collaborative’s partner agencies to increase the housing options available to individuals and families experiencing homelessness. In order to become a Housing Partner, the above landlord/property management company agrees to the follow criteria:

* Complete a vetting process
* Have ownership of unit being rented (for private landlords only)
* Complete a W-9, HUD Utility Spreadsheet, and Habitability Checklist
* Allow unit information to be collected and stored with the Collaborative in a secure, password protected database for record-keeping purposes and future listings
* Express willingness to both 1) accept third-party rental assistance (either short-term or extended) AND 2) complete necessary paperwork for administration of those payments (if applicable)
* List unit at or below Fair Market Rate (FMR) for Fairfax County (or applicable County if unit is located out of jurisdiction)
* Sign agreement indicating understanding of the Collaborative and its terms (current document)

In exchange for becoming a Housing Partner, eligible landlords will have access to the Collaborative’s Standard Incentive Program (SIP). SIP benefits include:

* Ability to list vacancy(s) county-wide to a pool of individuals and families ready to rent, with guaranteed contact from agency with a prospective tenant within 3 business days of listing date (or explanation why a tenant cannot be found, if applicable)
* Assistance with lease-writing, if desired
* Active housing stabilization support services for new tenants for a minimum of first 30 days (includes either in-person or phone/email check-ins with both the client and the landlord at least twice in the 30 days)
* Access to the Collaborative for up to 12 months after lease-up to assist with crisis intervention, if needed
* Financial assistance for rent and/or eviction prevention, if applicable
* Access to the Collaborative’s website, which allows landlord to easily advertise new listings, provides links to helpful resources, and allows landlords to learn about free trainings and networking events
* Acknowledgement of participation in the Collaborative at annual Housing Opportunities Collaborative appreciation event

In order to give the Collaborative an opportunity to address concerns and prevent jeopardizing or terminating this partnership, the Collaborative requests that the above landlord/property management company communicates with their referring worker or program administrators about:

* Issues that arise which could lead to written notice of any lease violation or potential eviction
* Late payment of rent
* Awareness of any potential or actual damage to the rental unit caused by the tenant
* There is concern or questions regarding partnership/membership status.

Any and all SIP benefits will be rescinded if this Housing Partner Agreement is violated or should landlord choose to terminate partnership. The agreement is valid for one (1) year from date of signature and will require renewal on an annual basis.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert landlord/property management company), understand and agree to the terms and information listed above. I understand that this partnership is collaborative in nature and that the program is able to provide support to ensure a productive and efficient relationship for all parties involved. I understand that I have the opportunity to upgrade to Game Changer membership at any time in order to access the Premium Incentive Program (PIP).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Landlord/Property Management Company (please sign) Date

**Collaborative Partner Agency**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert Referring Agency Staff Person), employed through

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert Referring Agency), agree to participate in this Housing Partner Agreement to the best of my ability, providing support to the above landlord/property management company to the extent I am required, as set forth by the Collaborative.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Referring Agency Staff Person (please sign) Date

This document is non-legally binding but indicates expressed written consent of landlord expectations, joining criteria and incentive program.