



Housing Opportunities Collaborative Frontline Staff User Agreement

The Housing Opportunities Collaborative would not exist without the hard work, dedication, and expertise of the Partnership to Prevent and End Homelessness. This Partnership includes local nonprofit agencies, relevant Fairfax County government departments, as well as providers and federal government departments who specifically serve veterans and other subpopulations. The success of the Collaborative, including increasing landlords who accept rental assistance in Fairfax, falls squarely on the shoulders of these vital partnerships. In return for this important service, the Collaborative has been designed to support and enhance the landlord recruitment and housing location services that are already taking place, making true collaboration the number one priority.

By completing and signing this document, you are effectively agreeing that you will adhere to all terms stated within regarding participation in the Housing Opportunities Collaborative.

I, _____ (print frontline staff name) agree to partner with the Housing Opportunities Collaborative (referred to as the Collaborative) to increase the housing options available to individuals and families receiving rental assistance in the Fairfax/Fall Church community. As an approved Collaborative Partner Agency frontline staff member, I agree to the following criteria:

- Adhere to the Landlord Recruitment Workflow and the Landlord Incentive Program, as outlined in the Housing Opportunities Collaborative Policies and Procedures, and as explained to me in the Collaborative Agency Orientation
- Attend at least one (1) professional development/training opportunity hosted by the Collaborative and at least one (1) landlord networking/recruitment event, also hosted by the Collaborative.
- Maintain confidentiality of log-in and password to the Collaborative database and any other secure parts of the website
- Maintain confidentiality of all landlord and client information that is collected, stored, or submitted through the Collaborative database.
- Notify the Collaborative administrators of anything that may jeopardize a landlord partnership that was recruited externally through the Housing Resource Coordinator

The Collaborative reserves the right to rescind frontline staff membership from the program should it be determined that staff is not meeting the agreed upon requirements set forth in this agreement. In this case, the frontline staff will not have access to any part of the Collaborative, including the database, Landlord Incentive Program, etc.

Frontline Staff Person (please sign)

Date

Agency/Organization

Title

Email Address

Phone Number (direct or with extension)