

Housing Partnership Program

Roommate and Unit Matching Guidelines

- 1.) Case Manager/Housing Navigator and Client will complete a Roommate or Unit Matching Form.
 - a. Honesty is key to a successful match!
 - b. Great opportunity to engage in discussion of good neighbor and roommate qualities.
- 2.) Case Manager/Housing Navigator sends the completed Matching Form to PATH SPA 4 Housing Specialist, Sarah Medina (SarahM@epath.org).
- 3.) PATH HS adds client or unit to Matching Log and attempts to make match with RRH clients in SPA 4 and across PATH.
- 4.) Matching will be based on best practices from RRH programs around the country.
 - a. Close consideration paid to substance use, noise tolerance, tolerance for guests, working/school hours, age
- 5.) PATH HS will notify all case managers of match by putting both in one email with names of clients and copy of the matching forms.
- 6.) If unit is not already available, PATH HPP will begin process of unit matching.
 - a. PATH HS will request landlords provide individual leases with utilities included in rent payment.
- 7.) Case Manager/Housing Navigators to acknowledge email within 1 business day and schedule meeting for clients.
 - a. During the meeting, a Roommate Agreement should be developed.
 - i. Ensure it is extremely detailed. Chore schedule, and visitor hours are recommended.
 - b. Apartment viewings to be set-up.
 - c. Case Manager/Housing Navigator to share payment plan with PATH HS.
 - d. Review NAEH Webinar on RRH Shared Housing Best Practices and Lessons Learned
<https://www.youtube.com/watch?v=4Zicw9LFS3c&feature=youtu.be>
- 8.) PATH HS will review payment plan with landlords and ensure Roommate Agreement has details necessary for success.
- 9.) Roommates sign lease! Case managers/Housing Navigators will be present to review lease with clients and ensure lease is clearly explained.
 - a. Lease is a legal document!
- 10.) Ongoing support and roommate mediation will be important for successful permanent housing.

Final decision for roommate or shared housing will always be up to our clients!