

# HOME BUT NOT ALONE/HOUSEMATE MATCH CLIENT AND STAFF RESPONSIBILITY AGREEMENT

Responsibilities of HBNA/HMM staff:

- Maintain client confidentiality regarding personal information
- Conduct a comprehensive tenant interview and homeowner assessment
- Provide at least 1 roommate referral within two weeks of the initial interview based on availability, criminal background and references
- Continue periodic contact throughout the duration of the roommate match
- Resume roommate referral process should the match fail or be terminated

Responsibilities of HBNA/HMM home owners and tenants:

- Maintain confidentiality regarding roommate's personal information
- Truthfully and completely report all pertinent information during the initial interview or home assessment
- Contact roommate referrals within 1 week of receiving their information
- ***Advise staff of telephone conversations and meetings with potential roommate within 2 days***
- Initiate periodic contact with staff throughout the duration of the roommate match
- Report any changes in contact information to staff as soon as possible
- Immediately notify staff of changes or grievances regarding roommate situation or housing status have occurred

I have read and will abide by the HBNA/HMM Client and Staff Responsibility Agreement.

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Client Signature

Date

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Staff Signature

Date