

My Sister's Place (MSP) – Landlord Partnership Agreement

The purpose of this document is to educate landlords and management companies about My Sister's Place (MSP) and the Reaching Independence through Survivor Empowerment (RISE) program, where we enlist landlords and management companies as partners in our work to find and maintain safe housing for survivors of domestic violence.

My Sister's Place (MSP) is part of a community committed to eradicating domestic violence. We provide safe and confidential emergency shelter, transitional-to-permanent housing, supportive programs, counseling, education and advocacy for survivors and their children. Our goal is to empower survivors to take control of their own lives.

Through our RISE program, MSP partners with landlords and property management companies to assist victims of domestic violence to secure safe housing in these specific ways:

RISE is a scattered-site transitional-to-permanent housing program that combines home-based case management with financial literacy, self-sufficiency planning and employment counseling. **Landlords sign leases with survivors who are in our program** and MSP provides rental assistance for twelve months.

MSP provides:

- Links to resources for security deposit, unless the program participant has resources to pay for it on her own.
- Rental assistance for twelve months for individuals and families selected by MSP to participate in the RISE program. The amount of the rental assistance varies depending on the participant's income and is paid directly to the landlord.
- Education and assistance to the program participant/tenant in understanding her responsibilities under the lease terms, and when necessary and appropriate, support with communication between the landlord and the program participant/tenant.
- Advocates, upon request from the program/participant/tenant, can conduct routine home visits, case management, and social service support.
- Intensive assistance with helping the participant/tenant to strengthen financial management skills, advocate for financial independence, and develop strategies for saving money.

- Assistance to victims in completing housing applications, obtaining safety transfers, navigating the public housing system, and making connections to landlords.

Landlord/Property Management partners with MSP by:

- Leasing property to RISE program participants selected by MSP
- Observing all obligations and agreements specified in the lease terms and observing all housing rights afforded to the tenants under local and federal law.
- Contacting MSP regarding any financial matters regarding our payment portion during the program period.
- Notifying MSP and the participant/tenant(s) of change in ownership due to foreclosure or sale of the property.
- Forwarding all mail to MSP after tenancy comes to an end.
- Providing confidentiality in accordance with local and federal law, including not disclosing to third parties the name and identifying information of the participant/tenant(s) and to instruct all property managers and individuals working on behalf of the landlord to do the same.
- Notifying MSP of any changes observed or concerns regarding the receipt of rental payments and/or changes in occupancy for the participant/tenant's unit as soon as possible.
- Refrain from showing the participant/tenant's apartment to prospective tenants prior to the end of their tenancy for safety and confidentiality purposes.
- Informing the MSP-RISE Program Manager when units at their properties become available so that MSP can maintain a current list of affordable apartments for victims who can afford rent and are looking for safe housing.

Either party at any time can decide to end the agreement, as long as they give the other party 30-days notice of the intent to terminate the agreement, and make a reasonable effort to mediate any terms of disagreement leading to the termination.

By _____
 Mercedes Lemp, Executive Director, MSP Date_____

By _____
 Landlord/Owner Date_____

MSP Landlord Partnership Agreement – Available Property

By providing the information below, the following Landlord/Property Manager allows MSP to include the following property in the portfolio of rental options MSP will present to their Reaching Independence through Survivor Empowerment (RISE) program participants:

Date _____

Landlord(s) _____

Landlord Address _____

Emergency # () _____
() _____

Property Address _____

Contents The fixtures and fittings at the Property, together with any furniture, carpets, curtains and other effects listed in the Inventory (where applicable).

Availability For the term of: ONE YEAR
Commencing on: _____

Rent \$ _____ per calendar month.

Payment Rental payments are due in advance and will be equal monthly payments due on the ____ day of the month.

First rental payment to be made on _____.

Deposit **A deposit of _____** is payable upon the signing of the lease.

Premises are **Furnished** / **Unfurnished (circle one)**

Describe furnishings if applicable: _____

If the above property is not selected by a RISE participant, may MSP share this listing with other MSP clients?

Yes ____ **No** ____

May MSP contact you monthly to see if there are available units for rent at your property to share with other MSP clients?

Yes ____ **No** ____

Are you interested in receiving training and/or information on domestic violence and housing protection for victims? **No** ____

Yes (information and training) ____

Yes (just information) ____