



WELCOME TO MWV-Gibson HomeShare

MWV-Gibson HomeShare is a Mount Washington Valley service nested within the non-profit Gibson Center for Senior Services with the mission to enable seniors in New Hampshire's Northern Carroll County to live independently and actively, with purpose and dignity. MWV-Gibson HomeShare supports that mission by increasing workforce housing and helping seniors continue to live and age at home in the Mount Washington Valley. We facilitate matches between home owners—people with extra room—and home seekers—those looking for a home and looking to become housemates. We hope this handbook can help lay the groundwork for a successful shared living arrangement.

Note: MWV-Gibson HomeShare is NOT an emergency housing resource. The process of matching compatible home owners and home seekers can take time. Background screening of all participants is required. We cannot provide emergency housing.

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Overview of HomeSharing

What is homesharing? Homesharing is two or more unrelated persons sharing a home. It can be that simple.

How does it work? MWV-Gibson HomeShare helps facilitate matches between people who own a home (homeowners) and people who need a home (home seekers). Home seekers will pay rent to home owners. MWV-Gibson HomeShare does not arrange rent-free engagements but will assist homeowners and home seekers arrange for bartered service agreements for reduce rent. Home seekers are not employees of the homeowner.

Homesharing is not designed to provide emergency or short-term housing. Typical home shares last from 1-4 years.

The Home Sharing Trend

Over 60 organizations nationwide—including HomeShare Vermont, HomeShare Now, HomeShare San Luis Obispo, and Elderhelp San Diego—have assisted thousands of homeshare participants with successful homeshare matches since the 1970's. There are a multitude of reasons why people engage in Home sharing

Homeowners find they have empty, available space that can produce income to offset high property taxes; they want to conserve resources by sharing; they want to help provide needed workforce housing in their town; they need home, property or living assistance; they want to build community and reduce isolation; they want to live mindfully with less environmental impact.

The cost of housing in Mount Washington Valley County continues to climb, leaving renters with limited options for affordable housing. MWV-Gibson HomeShare was created to facilitate matches between compatible home seekers and home owners for all of these reasons.

The rewards of choosing home sharing can be substantial. This handbook covers what you need to know to get started with MWV-Gibson HomeShare. It will help you understand your goals, our application and intake process and interview tips. We also have a sample Living Together Agreement. We hope to provide assurance, help set the best expectations, and help you understand New Hampshire law and guidelines for a successful and long -term homeshare experience.

Services

We are a non-profit with the intent to expand affordable housing options in the Mount Washington Valley while also increasing the opportunities for homeowners to live and age well at home. Our volunteers will:

1. Pre-screen home owners and visit the homes to verify conditions and amenities
2. Complete full background checks on home seekers and homeowners to create a pool of qualified home sharers
3. Complete personal application and intake interviews
4. Connect you with potential good matches for your homeshare
5. Provide sample interview questions
6. Join you for first meetings with potential home share candidates if desired
7. Provide sample Living Together written agreements and review New Hampshire law

Fees for both homeowners and home-seekers

MWV-Gibson HomeShare conducts a variety of background screens for all participants, both seekers and owners. This level of screening is costly, and homesharers are required to help cover the costs of our matching services by paying an up-front application and screening fee of \$50 when submitting their application. Note: this fee is good for two years. Secondly, at the signing of a Living Together Agreement or lease agreement, the homeowner will pay \$400 as a Completion of Match fee to MWV-Gibson HomeShare.

Things to Consider Before You Begin

Note: The application/screening fee is non-refundable, so please read our Participant Requirements on page 8 and 10 carefully before you apply to our program. If you aren't sure you qualify, give us a call and let's talk. Home-seekers - not sure about your credit score? There are lots of websites where you can check it for free.

Home sharing can work in many different ways with open, honest communication and well-established expectations. Although differences can bring challenges, they often contribute to maintaining flexibility and a resilient, collaborative culture. Take your time to consider it. Talk it over with family and friends and the MWV-Gibson HomeShare staff.

Think About What You Want: In the next section we have helpful questions to assist you in preparing for our intake questions and interviews with home sharers.

Background and reference checks: MWV-Gibson HomeShare wants you to be confident with your homeshare arrangement. We obtain checks of criminal background, credit, sex offender registry, eviction history and verify the income of home-seekers. We obtain checks of criminal background, sex offender registry, and mortgage status of our homeowners. We also check four references for each of the homeseekers and homeowners.

Homeshare participants decide: All decisions about sharing homes will be between the homeshare participants.

MWV-Gibson HomeShare staff will pre-screen and select potential matches, provide sample questions for your first phone interview and in-person meeting (we'll also attend if you desire), but agreements to live together and under what terms will remain in the hands of homeshare participants. A sample agreement appears in Appendix C to this Handbook.

Trial match: We strongly recommend a trial match period so both parties have the opportunity to get acquainted and test their compatibility in the real world. Typically, the home seeker stays with the homeowner for from a few days to two weeks as a guest without paying rent. During a trial period, the seeker must maintain his or her original home and the homeowner not make any difficult home changes during this time, so there is no obligation on either party if the trial period ends without a right fit. The seeker should conduct the trial period as a guest with only a suitcase, but should bring any pets to test their compatibility in the household.

Living Together Agreement: This agreement spells out the terms and rules of the house and how the parties will agree to live together, including guidelines for noise, guests in the house, pets, car parking and storage areas and more. (sample agreement in the Appendix C)

Safety: MWV-Gibson HomeShare helps provide a safe and secure screening process for home seekers and owners. General precautions are always recommended: keep jewelry and money in a safe place; store prescription drugs in your own bedroom - not in commonly used areas of the

house; do not ask your homesharer to help with your finances; do not share credit card or social security numbers; and beware of anything sounding too good to be true.

Ending your match: Most home shares end because of changing needs. Experience suggests that shares often last from one to four years, but some will last shorter or longer periods. One person may find a job in another city, may find a romantic partner or decide to move in with family members or move into a home alone. Be honest about your needs and life changes in your communications with housemates, but avoid personal attacks and do not take it personally if a match ends.

Non-Discrimination Policy

Choosing your home share partner is up to you. We'll provide pre-screened applicants who match your preferences. **MWV-Gibson HomeShare abides by the Fair Housing laws and accepts all applicants, regardless of race, religion, color, national origin, age, sex, sexual orientation, marital status, disability, the presence of minor children, receipt of public assistance or gender identity.** It is your decision regarding who you want to live with.

Home Seeker - Know What You'd Like in a Home Share Situation

Why homeshare? A feeling of community? Security? More affordable housing than traditional rentals? Flexibility of lease—month-to-month? A nicer home or neighborhood than you could afford alone?

Furnished rooms or Unfurnished: Do you prefer the room furnished or unfurnished (or partially furnished)? Should you get a storage room to store extra belongings you won't need for daily living? How much storage do you need in a home share?

Finances: How much can you afford to pay for a room and utilities? Does this amount leave you with adequate money to pay other bills and living expenses?

Trust, Respect and Flexibility: Can you keep agreements you make and trust this housemate and respect their needs and be flexible?

Noise levels: TV, talking, radio, parties, loud music etc. (What kinds of noises are you comfortable with and can reduce if asked?)

Cleanliness habits: What level of tidiness and cleanliness are important to you in the common and shared areas?

Smoking: Are you willing to follow smoking restrictions in the home? Are you okay with a housemate smoking in the home, or only outside?

Guests: Do you plan on having guests for entertaining? How often do you have friends or family visit? Do any of your guests have children or pets? Do you require that your selected home share situation allow overnight guests?

Private areas and shared/common areas: Do you need the use of a full kitchen or will you be content with a kitchenette (microwave, mini-fridge and sink)? Will you need kitchen cookware?

Tasks and Responsibilities: Who will be responsible for taking the trash out, cleaning up pet hair, scrubbing the toilets and other household and garden chores. Are cleaning supplies provided and shared? Is there a vacuum shared?

Allergies, sensitivities: Are you scent-sensitive? Will the home share housemate need to remove scented candles, air fresheners or strong perfume/colognes from common areas? Are you willing to be cooperative with their allergies or other sensitivities?

Parking, storage and garage use: Do you need space in a garage for your car? Do you have bicycles, motorcycles or other items that need to be stored indoors or under cover? Where will you park?

Pets: Do you or anticipate having pets? Are you interested in sharing a home that has pets? Is there a fenced yard? Will your pet be allowed in only private areas or private and common?

Food and meals and shared items? Would you be interested in sharing some meals, or cooking meals in common? How do you feel about sharing utensils and/or food items?

Home-seeker Participant requirements:

- 1) **Income Verification: Applicant must have verified income of at least \$850 monthly, shown by pay stubs, social security award letter, bank statement or other verification.**
- 1) **Valid Photo Identification:** Driver's license, state issued ID card, or passport.
- 2) **Completed Application** with additional forms, including signed authorization to conduct background screening and waivers.
- 3) **Must pass the MWV-Gibson HomeShare Background Screen**, including credit check, criminal history, National Sex Offenders Registry. Credit should be at least 600.
- 4) **Personal References:** Applicants must provide the contact information of four references we can speak with (no family members or spouses/partners.) Friends, employers, landlords or roommates are all acceptable. Staff or volunteers will contact each person by phone. Note: Negative references regarding an applicant's ability to live with others and adhere to appropriate behavior may be cause for rejection from the program.
- 5) **Evictions:** We will check the national eviction database and are not able to accept homeshare participants with an eviction on their record.
- 6) **Criminal History.** No violent misdemeanors or felonies in prior 7 years and not on parole. (If convictions were more than 7 years ago, you may be eligible for program on a case by case basis.)
 - a. Sexual offenses – automatic disqualification
 - b. Violent crimes – automatic disqualification
 - c. Crimes involving theft or fraud – automatic disqualification
 - d. Crimes involving elder abuse – automatic disqualification
 - e. Nonviolent crimes < 7 years ago – automatic disqualification
 - f. Nonviolent crimes > 7 years ago – handled on a case by case basis
- 7) **Mental health and substance abuse issues** can affect homeshare relationships and should be discussed between prospective homeshare participants. If sobriety issues exist, homeshare participants should have at least two years sobriety and maintain a relationship with a sponsor.

Homeowner - Know What You'd Like in a Home Share Situation

Why homeshare? A feeling of community? Security? Able to offer more affordable housing than traditional rentals? Flexibility of lease—month-to-month? Companionship? Bartered services needed? If so, which ones? (NOTE: a housemate sharing your home is not an employee and is not obligated to provide any services not specified in the Living Agreement)

Furnished rooms or Unfurnished: Are you offering a furnished or unfurnished (or partially furnished) room? Are there furnishing you do not want a housemate to use? Do you have storage to offer for the housemate?

Finances: How much are you asking for the space and will there be utilities included or apportioned? Do you have a means for determining apportioned utilities? Do you have Wi-Fi? Cable?

Trust, Respect and Flexibility: Can you keep agreements you make and trust this housemate and respect their needs and be flexible?

Noise levels: TV, talking, radio, parties, loud music etc. (What kinds of noises are you comfortable with or reduce if asked?)

Cleanliness habits: What level of tidiness and cleanliness are important to you in the common and shared areas?

Smoking: Am I placing smoking restrictions in the home? Am I okay with my housemate smoking in the home, or only outside?

Guests: Am I okay with my housemate entertaining guests? How often might there be friends or family visit? Do any of their guests have children or pets? How will you handle requests for overnight guests?

Private areas and shared/common areas: Are you offering to share your full kitchen or are you offering use of a kitchenette (microwave, mini-fridge and sink)? Will you share kitchen cookware?

Tasks and Responsibilities: Who will be responsible for taking the trash out, cleaning up pet hair, scrubbing the toilets and other household and garden/lawn chores.

Allergies, sensitivities: Are you scent-sensitive? Will your housemate need to remove scented candles, air fresheners or strong perfume/colognes from common areas? Are you willing to be cooperative with their allergies or other sensitivities?

Parking, storage and garage use: Do you have space in a garage for the housemate's car? Do you have space for bicycles, motorcycles, kayaks or other items that need to be stored indoors or under cover? Where will the housemate park?

Pets: Do you have pets? Does the potential housemate have pets? Are you interested in sharing a home that has pets? Will pets be allowed in only private areas or private and common?

Food and meals and shared items? Would you be interested in sharing some meals, or cooking meals in common? How do you feel about sharing utensils and/or food items?

Homeowner(s) participant requirements:

- 1) **Valid Photo Identification:** Driver's license, state issued ID card, or passport.
- 2) **Completed Application** with additional forms, including signed authorization to conduct background screening and waivers.
- 3) **Must pass the MWV-Gibson HomeShare Background Screen**, including, criminal history, National Sex Offenders Registry. We will confirm a current mortgage status or proof of homeownership.
- 4) **Personal References:** Applicants must provide the contact information of four references we can speak with (no family members or spouses/partners.) Friends, neighbors, employers, or previous roommates are all acceptable. Volunteers will contact each person by phone. Note: Negative references regarding an applicant's ability to live with others and adhere to appropriate behavior may be cause for rejection from the program.
- 5) **Criminal History.** No violent misdemeanors or felonies in prior 7 years and not on parole. (If convictions were more than 7 years ago, you may be eligible for program on a case by case basis.)
 - a. Sexual offenses – automatic disqualification
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 - c. Crimes involving theft or fraud – automatic disqualification
 - d. Crimes involving elder abuse – automatic disqualification
 - e. Nonviolent crimes < 7 years ago – automatic disqualification
 - f. Nonviolent crimes > 7 years ago – handled on a case by case basis
- 7) **Mental health and substance abuse issues** can affect homeshare relationships and should be discussed between prospective homeshare participants. If sobriety issues exist, homeshare participants should have at least two years sobriety and maintain a relationship with a sponsor.

Ready to HomeShare?

Call the Gibson Center for Senior Services at 603-356-3231 to schedule a personal application and intake interview. Plan on 1 – ½ hours for this intake. Be prepared to bring a photo ID and the \$50 application fee. Home-seekers will need to bring proof of income.

At this time, you should let your references know that we'll be calling. At your interview, we will talk about what you're looking for, and conduct our Lifestyle Questionnaire. Then the screening process begins.

We will complete the background checks and reference checks (See Qualifications).

We'll notify you when your intake is complete and we'll begin looking for compatible home sharers for your location. When we find a possible match, we'll let you know that we're giving your contact info to a potential match. They will call you directly to talk.

Please be patient--it can be time-consuming to find persons whose preferences and habits are a good match for you.

Keys to Successful Interviewing

Your first conversation with potential home share owners will likely be a phone interview. Appendix A contains sample interview questions to help you cover all the important bases in your first conversations with a potential home share match, and post-interview notes to help you decide. After the phone interview, you may be asked to meet the person at a coffee shop or other neutral location to sit down together and talk in more detail.

Keys to Success Interviews

No Expectations – Pay Attention

Start light-heartedly – This is a getting to know you time so keep it light

Patience: Wait to find the right person.

Flexibility: Don't sweat the small stuff; be open to differences and adaptability.

Privacy: Ensure respect for each other's private spaces and time

Reasonable expectation: Understand differences and limits on time and capabilities. Outline up front what the expectations will be and plan to stick to them.

Win-Win: In order for the homeshare to work, all parties need to be happy with the situation. Don't make assumptions, but work to identify needs which may be different. Determine what are your "can't live withouts" and "can't live withs"

Be able to say no.

Don't take it personally if your first interviews do not result in a match: Your home may be your castle, but location, cost, décor and amenities may not be what someone else wants.

Appendix A

Fee Policy and Acknowledgment

MWV-Gibson HomeShare will collect two fees from program participants - a \$50 application fee each to enroll home seekers and homeowners in the program; and a match fee of \$400 from the homeowner when homeshare participants sign a Living together agreement and agree to live together:

1. The application fee of \$50 is required, along with fully completed application package, to enroll home seekers and homeowners in the program.

Couples applying together must submit separate applications for the one fee. References may relate to both persons.

2. A one-time match fee: Upon signing of Living Together Agreement, the homeowner will pay \$400 Completion of Match fee to MWV-Gibson HomeShare. All rental payments will be paid directly to homeowner.

The one-time match fee is intended to cover a third to half of actual program matching costs. There will be no ongoing fees.

*Be aware that there may be a deposit required by the homeowner and utility and other costs on top of the rent, depending upon the living together agreement.

In signing this document, I acknowledge that I have read and understand the MWV-Gibson HomeShare homeshare fees. I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by same.

Signature _____ Date _____

Appendix B Participation Agreement and Release

Home Owners and Home Seekers

The volunteers of MWV-Gibson HomeShare use their training and experience to bring together those who have housing and those who are in need of housing in order to provide housing and community connections. Each of the undersigned acknowledges the following:

(a) although MWV-Gibson HomeShare has introduced me/us to a person(s) with whom a possible housing arrangement may be made, neither MWV-Gibson HomeShare nor any of its directors, officers, employees, agents, or contractors have made any representations or warranty about any such person(s), including the accuracy of any information furnished by such person(s) to MWV-Gibson HomeShare, or the ability of any such person(s) to perform his, her, or their obligations with such possible housing arrangement;

(b) any housing arrangement I/ we may enter into will be voluntary;

(c) any decisions in the selection and/or acceptance or rejection of a housing arrangement of a person or persons with whom I enter into such housing arrangement, will be made solely by the me/ us and MWV-Gibson HomeShare had no part in such decision;

(d) neither MWV-Gibson HomeShare nor any of its directors, officers, employees, agents or contractors has made any expressed or implied guarantees or warranties regarding the suitability of any housing arrangement entered into by me/ us or the success of such housing arrangements;

(e) when a client calls in for shared housing referrals, names of clients for them to contact may not always be available;

(f) MWV-Gibson HomeShare cannot guarantee that a shared housing placement will be arranged;

(g) if I am the homeowner participant, I will be solely responsible for collecting rent and that MWV-Gibson HomeShare will not be responsible for collecting rent;

(h) if I am the homeowner participant, I attest that I am current with any mortgage that is outstanding and I also attest that I have no foreseeable intent of selling the home within the next 12 months.

(i) the program staff and volunteers will conduct criminal background, sex offender registry, and reference checks on all participants, and employment verification, credit and eviction records on all homeseekers, and I/we consent to such checks; and

(j) some information provided by me may be disclosed to the public under the Public Records Act.

I/we release and discharge, and agree to indemnify, hold harmless and defend, MWV-Gibson HomeShare and the Gibson Center for Senior Services and its directors, officers, employees, agents and contractors from and against claims, causes of action, damages, costs, losses and expenses arising from, related to, or incurred due to the participation by the me/us in any of MWV-Gibson HomeShare's programs or activities, including, without limitation, its Home Sharing program.

Release and indemnification: In consideration of my participating in the Program, I, _____, on behalf of myself, my next of kin and personal representatives, hold harmless, release, waive and discharge the Program (HomeShare), the Agency

(MWV-Gibson HomeShare), and each of their officers, directors, representatives, departments, contractors, subcontractors, employees, volunteers, and agents (“the Releasees”) from all liability due to the active or passive negligence of any Releasee or otherwise in any way or arising from the Program. I further agree that except in the event of gross negligence or willful misconduct by a Releasee (for which this release shall not apply), I shall bring no claims, demands or litigation of any kind against any Releasees, for any economic or non-economic loss or damage due to mental distress, bodily injury, death or property damage sustained by me arising from or in relation to the Program. Notwithstanding the exclusion of gross negligence or intentional misconduct, I acknowledge that all statutory immunities shall still apply to any Releasee. I also agree to indemnify, defend and hold harmless the Releasees from (i) any liability, demand, damage, claim, cost, loss or expense (including attorney’s fees) they may incur because of any lack of capacity or defect in capacity in executing this agreement and (ii) any liability, damage, claim, cost, loss or expense (including attorney’s fees) in any way arising from or related to my participation in the Program, MWV-Gibson HomeShare.org except that such indemnification may not apply to the fraud, gross negligence or intentional misconduct of such Releasee.

Fair Housing: MWV-Gibson HomeShare abides by the federal Fair Employment and Housing Act (FEHA), and New Hampshire State law which prohibit discrimination in housing based on age, familial status, sex, gender identity, race, color, creed, disability, national origin, marital status, or sexual orientation, under RSA 354-A:10, as may be amended. MWV-Gibson HomeShare accepts and refers all applicants, regardless of these factors.

Each participant has the responsibility and privilege of choosing his/her own housemate; in some instances, shared housing providers are exempt from the discrimination provisions cited in the previous paragraph. Application questions are designed to assist applicants in finding suitable Home Share matches.

Confidentiality: MWV-Gibson HomeShare agrees to maintain confidentiality with regard to information set forth on the application or obtained through the investigation process. However, MWV-Gibson HomeShare also retains the right to disclose said information for any reasonable legitimate purpose in MWV-Gibson HomeShare’s sole discretion. The undersigned gives permission for references to be checked by the Home Sharing applicants or MWV-Gibson HomeShare Staff.

Personal Agreement and landlord approval: Home Sharing applicants also agree that it is his/her responsibility to meet with and interview any potential housemate and to determine if the homeowner is agreeable to a Home Sharing arrangement.

Agreement start and end: The undersigned will inform MWV-Gibson HomeShare when a Home Sharing placement is made and when said placement ends.

Authorization of background check: I hereby authorize MWV-Gibson HomeShare to conduct an investigation of my background. I understand that as a homeseeker, the investigation may include verification of my employment, housing, and activities, including, but not limited to, employment, credit, criminal background, sex offender registry, and eviction history. I understand that you may contact all my employers and previous landlords from the past five years. As a homeowner, I hereby authorize MWV-Gibson HomeShare to conduct an investigation of my background that may include verification of my mortgage status, and activities including but not limited to criminal background, sex offender registry, and references. Clients are responsible for the truth of all statements made on their

applications. MWV-Gibson HomeShare reserves the right to exclude persons from the program for false statements or other just cause. Clients who use language, behavior or actions toward MWV-Gibson HomeShare staff, clients and/or volunteers that are deemed inappropriate, disrespectful or of a concerning nature will be disqualified from the program. Persons currently on parole will not be accepted as clients. I HEREBY CERTIFY THAT THE INFORMATION GIVEN ON THE APPLICATION IS TRUE, THAT SUCH INFORMATION MAY BE VERIFIED, AND THAT THIS AGREEMENT HAS BEEN READ AND UNDERSTOOD.

SIGNATURE _____ Date: _____

PRINTED NAME: _____ Resident of: _____

If 2nd applicant: SIGNATURE _____ DATE _____

PRINTED NAME _____ Resident of: _____

DECLARATION OF NON-ADDICTION

The Program finds that homeshares can be adversely impacted by sobriety issues, and therefore, in keeping with standard homeshare program practices, we do not recommend homesharing for clients with untreated alcohol or substance addiction issues.

_____ Please initial here that you have read the above and you are either a nondrinker/moderate drinker or in recovery/clean and sober for more than two years.

DECLARATION OF NON-CRIMINAL HISTORY

I _____ & (if 2 adults) _____ declare as follows: _____

(PRINT YOUR NAME(S) Am an applicant for MWV-Gibson HomeShare’s homesharing Program. I have never been convicted of any felony or violent misdemeanor and have never been on probation or parole. I declare under penalty of perjury that the foregoing is true and correct. If you have been convicted of a felony or misdemeanor or have been on probation or parole, do not sign below.

SIGNATURE OF DECLARANT Date

SIGNATURE OF DECLARANT Date

Appendix C—Sample Living Together Agreement and Exit Plan

If Parties agree to continue:

We hope this agreement can help lay the groundwork for a successful shared living arrangement between you and your roommate(s). The following pages detail things to consider prior to sharing a home, exit planning, and issues individuals must clarify with each other when sharing a home. At first glance, many of these things may seem basic. However, little things matter! Each home sharer should complete the following pages together. We also recommend that you review the agreement regularly after living together when any changes occur (i.e. visitors coming to town, new pets, etc.). Changing realities will affect the household, and it is impossible to anticipate all issues which may arise.

Living Together Agreement:

The parties to this agreement are, homeowner: _____

And home-seeker(s), _____

*If parties are leasing a home or apartment together, a lease agreement with a landlord will be different than the Homeshare Living Together agreement. MWV-Gibson HomeShare recommends a written lease with the landlord, in such cases, and an additional Living Together agreement between home sharers.

WE AGREE TO THE SPECIAL CONDITIONS AS SET FORTH BELOW:

Rent

\$_____/month (set amount home-seeker pays homeowner)

Deposit Amount (Deposit is refundable after seeker moves out as long as home is in good order and all shared expenses have been paid)

Renter's Insurance: The homeseeker will obtain and provide proof of renter's insurance unless initialed here _____

Start Date of Agreement: _____

If start date of agreement is not the first day of the month, will rent be paid every month on monthly anniversary of the start date, or will the first month's rent be prorated for a fraction of the month. (Proration formula: monthly rent divided by 30 days times number of days stayed in month=prorated amount for partial month).

Storage Space and Kitchenware

How will the refrigerator space be divided?

How will the shelves, storage and countertop space be divided in the kitchen?

Will dishes, utensils, pots, pans, etc., be shared? _____

Are there some dishes or other items which are special to you and not replaceable? (It is a good idea to point this out in advance, and make a plan for protection of these items and "off limits" areas.)

Special items and off-limits areas: _____

Meals and shared supplies:

Will any food or meals be shared? _____

Regularly? Occasionally? Explain and be prepared for this to change:

Are you okay if your housemate occasionally uses or borrows some food items? _____

Will hand soap, dish soap, kitchen sponges, mops and laundry detergent be shared or separate?

Please list household items to be shared: _____

Are there certain requirements for shared items (such as “no fragrance” or bio-degradable soaps?) _____

Who will purchase items?

Smoking, incense, vaping: Will these activities be allowed: Y/N

Not allowed anywhere ____

In the house? ____ In certain rooms of the house? _____

In the yard? _____ If certain areas of the yard, which ones? _____

Other notes on smoking: _____

Privacy and Noise:

Will visitors to the house be allowed? Y/N _____

If yes, what are terms for household visitors?

Are overnight guests okay? _____

Length & frequency of stay permitted?

When are quiet times preferred? _____

Establish policy on entering each other’s rooms (off limits, entry by permission, not a big deal): _____

Which rooms or areas of home are private to one party and which rooms to be shared?

Mail and Communications

Who will pick up and distribute mail? _____

Where will mail be placed? _____

How would seeker like to be contacted? (written note, placed where? Text? Phone call? Email?) _____

How would homeowner like to be contacted? (written note, placed where? Text? Phone call? Email?) _____

Security: What is your comfort level on security?

Who is responsible for locking doors & windows? _____

Who will have keys to the home? _____
Will a key be hidden somewhere in the yard to prevent lockouts? _____
Are you comfortable at home during the day with the doors unlocked/open? Y/N
Are there guns in the home? _____ If yes, how are they stored? _____

Temperature: Heating and Cooling needs differ, and different needs can add cost to utility bills:

At what temperature range will house be kept? _____
Where do you set the thermostat? _____
Would you prefer to save money on utilities or pay more to be comfortable? _____
If there are differences, does the party who uses more energy agree to pay more of the utility bill? Y/N

Pets:

Will there be pets allowed in the house? _____
If so, which pets will be allowed? Names of pets and types of pet:

Are there certain areas pets will be allowed and certain “no pet” zones? _____ How
will pet damages and pet care responsibilities be handled? _____
by whom? _____.

Parking and Garage: Cars and parking effect neighbors and neighborhoods and town plowing in some cases. Keep your neighbors in mind and keep cars on your property or in designated shared spaces to avoid conflicts.

Who will park where? _____
What cars will be allowed on property? _____
On the street? _____
Where will guest vehicles be parked? _____
If there is a garage, how will garage spaces be allocated? _____
Garage and other storage area use?

Bills

Check here if homeowner will pay all utility bills: _____
Otherwise, list all shared household bills and how each of these will be split:
Who will pay the bills and allocate the shares? (Note: This takes time, so it should be considered a monthly household job. Among seekers and owners, the homeowner generally pays bills and allocates the shared amounts)

Who will pay late fees if bills are not paid on time? _____
What will penalty be for housemate not paying their share of bills, including room rental amount, on time? _____
By what day of each month should room rental amount (and shared utilities, if applicable) be paid? _____

EXIT Planning

At some point, your situation will change and you will need to dissolve your homeshare. A successful share has an exit plan. MWV-Gibson HomeShare wants you to want to share housing, not to find yourself in any situation where you feel trapped.

New Hampshire Law RSA 540-B is clear regarding HomeSharing. The RSA is attached in full on page 20 but the summary for terminations of Homeshare state:

Termination by the Homeowner

I. The homeowner may terminate any tenancy without stating any reason. A written 30-day notice of termination shall be required.

II. The homeowner may terminate any tenancy for nonpayment of rent. A written 7-day notice of termination shall be required.

III. The homeowner may terminate any tenancy for damage to the premises, or behavior of the housemate or guest of any family member of the housemate which adversely affects the health or safety of the other occupants or the homeowner or material breach of any rental agreement. A written 72-hour notice of termination shall be required.

Termination by the Housemate.

A housemate may terminate any at will tenancy by a written 30-day notice or in accordance with any notice requirement in a written rental agreement.

Service of Notice.

I. The homeowner shall give the notice of termination personally to the housemate or attach the notice to the primary entrance to the housemate's separated area.

II. The housemate shall give the notice of termination by the same method used to pay rent or in accordance with any written rental agreement.

By signing below, I understand that I am acknowledging and accepting the provisions set forth in this Living Together Agreement and commit to its further development as necessary.

Printed Name of Homeowner _____ Sign _____

Date _____

Printed Name of Home-Seeker(s) _____

Sign _____

Sign _____ Date _____

MWV-Gibson facilitator: _____ Date: _____

Appendix D

TITLE LV PROCEEDINGS IN SPECIAL CASES

CHAPTER 540-B RENTAL OF SHARED FACILITIES

Section 540-B:1

540-B:1 Definition; Shared Facility. –

I. A "shared facility" means real property rented for residential purposes which has separate sleeping areas for each occupant and in which each occupant has access to and shares with the owner of the facility one or more significant portions of the facility in common, such as kitchen, dining area, bathroom, or bathing area, for which the occupant has no rented right of sole personal use.

II. A shared facility shall not include:

- (a) Facilities rented to transient guests intended for use of less than 90 days.
- (b) Rooms in hotels, motels, inns, tourist homes, and other dwellings rented for recreational or vacationing use.
- (c) Rooms provided ancillary to other primary purposes such as jails, student dormitories, nursing homes, hospitals, group homes, and emergency shelters.

Source. 2001, 277:3, eff. Jan. 1, 2002.

Section 540-B:2

540-B:2 Nature of Tenancy. – Every tenancy shall be deemed to be at will, and the rent payable as agreed, unless a written contract defines the terms of the tenancy differently. Except as otherwise provided, a verbal rental agreement shall be permitted.

Source. 2001, 277:3, eff. Jan. 1, 2002.

Section 540-B:3

540-B:3 Termination of Tenancy; Notice of Termination. –

- I. The owner or agent of the owner of a shared facility may terminate any tenancy without stating any reason. A written 30-day notice of termination shall be required.
- II. The owner or agent of the owner of a shared facility may terminate any tenancy for nonpayment of rent. A written 7-day notice of termination shall be required.
- III. The owner or agent of the owner of a shared facility may terminate any tenancy for damage to the premises, or behavior of the occupant or guest of any family member of the occupant which adversely affects the health or safety of the other occupants or the owner or the agent of the owner, or material breach of any rental agreement. A written 72-hour notice of termination shall be required.

Source. 2001, 277:3, eff. Jan. 1, 2002.

Section 540-B:4

540-B:4 Termination by Occupant. – An occupant may terminate any at will tenancy by a written 30-day notice or in accordance with any notice requirement of a written rental agreement.

Source. 2001, 277:3, eff. Jan. 1, 2002.

Section 540-B:5

540-B:5 Service of Notice. –

- I. The owner or agent of the owner of a shared facility shall give the notice of termination personally to the occupant or attach the notice to the primary entrance to the occupant's separated area.
- II. The occupant shall give the notice of termination by the same method used to pay rent or in accordance with any written rental agreement.

Source. 2001, 277:3, eff. Jan. 1, 2002.

Section 540-B:6

540-B:6 Possessory Rights. – The occupant shall have no possessory rights to any portion of a shared facility. The owner or agent of the owner may request law enforcement intervention for any behavior if such action is deemed necessary. The law enforcement officer shall not be precluded from any normal response based on the fact of the rental agreement.

Source. 2001, 277:3, eff. Jan. 1, 2002.

Section 540-B:7

540-B:7 Remedies. – Violations of this chapter shall be subject to the remedies set forth in RSA 540-A:4.

Source. 2001, 277:3, eff. Jan. 1, 2002.

Section 540-B:8

540-B:8 Possession. – The owner or agent of the owner of a shared facility may take possession of the separated areas used by the occupant at the end of the notice period. The owner or agent of the owner may request law enforcement intervention as necessary.

Source. 2001, 277:3, eff. Jan. 1, 2002.

Section 540-B:9

540-B:9 Personal Property. – The owner or agent of the owner of a shared facility shall retain and exercise reasonable care in the storage of the personal property of the occupant who has vacated the premises for a period of 3 days after the date on which such occupant has vacated. After the 3-day period, the owner or agent of the owner of a shared facility may dispose of such property without notice to the occupant.

Source. 2001, 277:3, eff. Jan. 1, 2002.

Section 540-B:10

540-B:10 Security Deposit. – The owner or agent of the owner of a shared facility may require a security deposit in an amount to be determined by the owner or agent of the owner. If the deposit amount is more than the equivalent of 30 days rent, there shall be a written instrument acknowledging receipt and explaining where the deposit shall be maintained and when it shall be returned. If there is no written agreement, the deposit shall be returned within 20 days after the occupant has vacated.

Source. 2001, 277:3, eff. Jan. 1, 2002.

Bartering Services for a reduced rent

If you are looking for a housemate that can offer extra help around the house in exchange for some or all of the rent, we can find a match. Housemates provide an average of 6-8 hours of service a week plus pay a small rent or help with utility bills. When we meet with you, we will discuss what a fair exchange might be for the tasks you want help with.

Services someone sharing your home might provide to you:

- A “just in case” presence
- Meal preparation
- Rides to appointments/errands
- Light housekeeping
- Snow shoveling/yard work
- Pet care
- Computer help