

Advocate Participation Contract

1. read everything below 2. Place an "X" in each box 3. sign the form 4. fax this to us

You must promise to follow all these rules if you wish to keep your account. The rules protect the client, protect you, protect the Waitlists in our system, and also protect HousingWorks. Following these rules is necessary to keep you compliant with laws regarding client privacy and waitlist maintenance. These promises you make below are so important, we will be forced to block your subscription if you break even one of them.

☐ I understand that I **must** follow all instructions next to each field when I complete a client's profile.

WHY: When informal English is used, Housing Providers make mistakes adding people to their waitlists: for instance the phone number 6172345678 is probably going to get mistyped, but the phone number 617-456-1234 will probably get typed correctly. If the housing provider mistypes, then your client doesn't get a phone call or a letter with an offer of housing! Using our site, you must agree to type in formal English.

☐ I understand that I may not send an application unless the client's profile has first been entered into the HousingWorks website (in other words, no applications may be entered by hand writing). If you abuse the system by making copies of the applications from our website, your subscription will be cancelled.

WHY: Making illegal copies of the applications means that applicants submit incomplete forms, and also causes some housing providers to remove their applications from our system. This harms every other client and advocate!

☐ I understand that I can never erase, ***over-write or substitute a different name into a client profile that is on the website***; once that profile has been entered into the system, it must must must stay there forever. Even if the client dies, I must leave their information on the website untouched.

REASON: These clients names are put on wait-lists using our software, so if you erase the client's information the waitlist shows a blank where the client's name used to be, and the Waitlist Administrator can get sued for not maintaining the waitlist properly.

☐ I understand that after I print out housing applications, it is my client's responsibility (or mine) to **complete all the missing fields** before we mail the application.

WHY: Applicants that are incomplete may be rejected by some housing providers.

Username: (your email address): _____ @ _____

Signature of Housing Advocate _____

Agency for which you work: _____

Please do **not** include a cover page: it wastes ink and provides no extra benefit to you or us ☺

Fax the form to: HousingWorks 617 536-8561