

**INITIATING PAGE**

Property Name

Address Line 1      Tenant/Applicant  
City, State Zip      (contact via the RSC at left)

Phone:

Fax:

Reciprocal Property: inc NID

ATTN: R.S.C or VAWA Coordinator

Address Line 1

City, State Zip      in County:

Phone:

Fax:

**Dear****I have a VAWA-ELIGIBLE tenant/applicant interested in your listed VAWA ELIGIBLE VACANCY:****INFO ABOUT MY TENANT and PROPERTY**

Date this form generated:

Primary Subsidy Program:

Locks Change      ☐ Y   ☐ N      Date of Change: mm-dd-yyyy      Temporary Move: ☐ Y   ☐ NCurrent BR size:      Desired BR Size(s):   ☐ 0BR   ☐ 1BR   ☐ 2BR   ☐ 3BR   ☐ 4BR   ☐ 5BR   ☐ 6BR   ☐ SROET Safe Options on the property?      ☐ Y   ☐ NET Safe Options at other Currently Managed Locations?      ☐ Y   ☐ NSection 8 PB Rental Assistance ☐ Y   ☐ N      MRVP Project Based Voucher? ☐ Y   ☐ NIf PBV or Mobile voucher, has PHA been contacted for help?      ☐ Y   ☐ NSection 8 or MRVP Mobile Voucher:      ☐ Y   ☐ NLIHTC/Other Affordable Low/Mod Program:      ☐ Y   ☐ NResident/Applicant has indicated s/he is interested in emergency transfer to your property:      ☐ Y   ☐ NFamily ☐ or Mixed/Elderly Restriction ☐      Our tenant is in this type of unit:

**OUTCOMES PAGE**

Phone:

Fax:

Initiating Property:

FAX OUTCOME TO 1-508-999-9999 or Mail

**NEAHMA****ATTN: Doreen Donovan****400 Washington Street, Suite 410****Braintree, MA 02184****781-380-4344**

Initiating Unit Type:

Reciprocal Unit Type:

Phone:

Fax:

Date of Request by Tenant: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Approved by Initiating Property: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Initiating Swap Request \_\_\_\_/\_\_\_\_/\_\_\_\_

**Unit Status Change**☐ **UNIT IS FILLED** (REMOVE LISTING FROM HWs)☐ **UNIT REMAINS OPEN****Outcome (SELECT ONLY ONE ANSWER)**☐ **SWAP (TENANT FOR TENANT) WAS SUCCESSFUL**☐ **RECIPROCAL UNIT WAS FILLED BY INITIATING APPLICANT, RECIPROCAL TENANT MOVED OUT**☐ **RECIPROCAL TENANT ACCEPTED UNIT, INITIATING TENANT MOVED OUT**☐ **RECIPROCAL UNIT FILLED BY AN EXTERNAL APPLICANT, NO SWAP****If MUTUAL SWAP DID NOT OCCUR, please explain**☐ **RECIPROCAL PROPERTY REJECTED APPLICANT, EXPLAIN: (PLEASE ANSWER USING BLOCK PRINT, NOT *cursive*)**☐ **ONE OR BOTH APPLICANTS REJECTED MOVE, EXPLAIN: (PLEASE ANSWER USING BLOCK PRINT, NOT *cursive*)****NEGATIVE OUTCOME FOR INITIATING APPLICANT**☐ **DL** Offer to initiating applicant returned unopened☐ **DLF** Offer to initiating applicant returned with new address☐ **DNR** Initiating Applicant did not respond to offer letter to**RECIPROCAL APPLICANT (IF APPLICABLE)**☐ **DL** Offer to reciprocal applicant returned unopened.☐ **DLF** Offer to reciprocal applicant returned with new address☐ **DNR** Reciprocal Applicant did not respond to offer letter**NEAMA Staff: please fax the back-side only of this form to HWs: 617 536-8561**