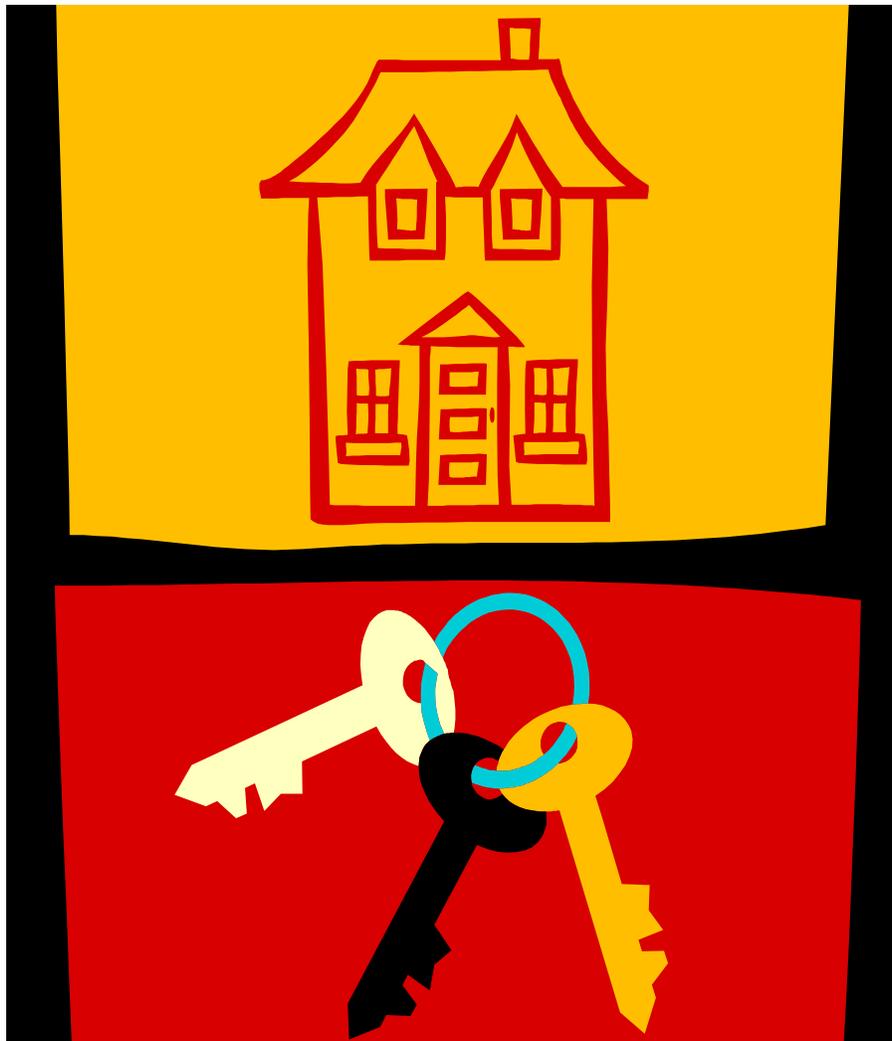




# The Halton HomeShare Toolkit

HomeShare empowers home providers and home seekers the ability to live in affordable, shared accommodation inclusive of respect, choice, dignity and is of mutual benefit to all.

*"Good for many but not for everyone"*



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Burlington Age-Friendly Seniors Council and Community Development Halton

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*The Halton HomeShare Program will be piloted in Burlington in 2016 by Halton Region, working to match older adults with appropriate renters who can help with household responsibilities, screen applicants, and follow up to provide monitoring services to help both parties achieve a successful tenancy. The Halton HomeShare Program is a partnership between Halton Region, Burlington Age-Friendly Seniors Council and Halton Housing Help.*



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Thank you to all the members of the Age-Friendly Housing Committee and to Joan Gallagher-Bell, Chair of the Burlington Age-Friendly Seniors Council and all Council Members who have contributed to the creation of The Halton HomeShare Toolkit.

## PROJECT BACKGROUND

The Age-Friendly Housing Committee was established in 2011 through the Burlington Age-Friendly Seniors Council (BAFSC).

### **Burlington Age-Friendly Seniors Council Vision:**

**Burlington will be the best place to live, work and play for all ages.**

The Burlington Age-Friendly Seniors Council is an independent body of individuals and organizations dedicated to improving the overall well-being of seniors, working collaboratively with several organizations and groups to achieve common goals.

The BAFSC continues to educate and advocate for policies, services, settings and structures that support and enable people to age gracefully, actively, and with dignity. The Council gives voice to issues of importance to older adults and participates actively to make Burlington an Age-Friendly City.

The BAFSC has established three working Age-Friendly Committees:

- 1) Housing
- 2) Mobility
- 3) Communication and Information

The committees have charted out projects that will lead to the ideal Age-Friendly City for seniors through strategic activities with big impact and through smaller projects that are easier to implement.

In 2011, the Age-Friendly Housing Committee brought together several community members and agencies whose interests and concerns of housing issues aligned with those of the committee, and defined a number of goals. A big easy housing chart was developed and goals were defined in three categories based on the ease of implementation:

- 1) Easy
- 2) Moderate
- 3) Difficult

Since that time, the Age-Friendly Housing Committee has been committed to work on the defined goals, recognizing the value and input from agency partners, who are also making strides in several areas.

One of the goals is to explore and develop the concept of a HomeShare model that can be utilized by individuals and agencies. The Age-Friendly Housing Committee made the decision to develop a HomeShare model toolkit that all can use and find helpful.

## INTRODUCTION TO THE HOMESHARE TOOLKIT

The Age-Friendly Housing Committee developed *The Halton HomeShare Toolkit* for the purpose of providing a resource to individuals who are interested in learning more about HomeShare or considering this model as a housing alternative. This is a self-resource tool that anyone can use if and when considering HomeShare.

Due to the ever growing need of housing options in Halton, it is important to give careful consideration and thought to innovative solutions, so that the housing needs of many can be met. One alternative is HomeShare, with a benefit for seniors, who wish to stay in their homes for as long as possible. Although HomeShare may not be the answer for everyone, for others it may provide the perfect solution, allowing and empowering seniors to remain independent and active, while developing meaningful relationships. It can be a win-win situation for the Home Provider and the Home Sharer and of mutual benefit for both.

The living arrangement of seniors change as they age. In moving up the age pyramid, they are more likely to live in different arrangements either by choice or by circumstances. As the baby boomers enter retirement, these changes are becoming more significant in considering their housing needs and requirements<sup>1</sup>. (See **Appendix A** for Community Lens #102: Living Arrangements of Seniors).

In Halton Region, 35% of the population is in Burlington, with 44% of the total senior population<sup>2</sup>. One in six (17%) residents in Burlington is a senior. About 30% of the seniors are

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<sup>1</sup> Community Development Halton (Match 2015). *Community Lens#102: Living Arrangements of Seniors*

<sup>2</sup> Community Development Halton. *Social Profile of Halton Region 2014*.

over age 80. Over 60% of those over 80 are females<sup>3</sup>. For seniors renting in Halton over half (61%) spent 30% or more of their income on shelter; one in five senior tenants spent half or more than half of their income on rental payments and utilities<sup>4</sup>.

Halton Region has a low vacancy rate of 1.6% for rental apartment units. A vacancy rate of 3% is considered the minimum for a healthy market. Oakville has the lowest vacancy rate at 1.3% followed by Milton at 1.5%, and Burlington at 1.8%<sup>5</sup>.

The City of Burlington has the highest proportion of one-person households (25%)<sup>6</sup>. This upward trend of living alone is also having a significant impact on many sectors such as housing, consumer products and government services. The increasing number of people living alone may lead to greater isolation, declining health and mental health issues for some groups<sup>7</sup>.

HomeShare is an alternative housing option that is used in many parts of the world and has been very successful. In Canada, there are four HomeShare programs that we are aware of; HomeShare Red Deer in Alberta, Home Share Newfoundland and Labrador, Les Habitations Partagées de L'Outaouais in Gatineau (Hull), Québec, and Les Habitations Partagées du Saguenay in Jonquiere, Quebec. This type of living arrangement happens formally and informally, and is not necessarily a new concept. However, the idea of the HomeShare model is becoming more defined as individuals explore their own journey towards innovative housing options.

Every HomeShare situation is unique with its own challenges and successes. It is important to think about your own needs, and if this is the right choice for you. This toolkit acts as a guide if you are considering the possibility of a HomeShare arrangement and provides you with some useful tools and information prior to making an informed decision.

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<sup>3</sup> Community Development Halton (June 2012). *Community Lens#77: Aging Populations*.

<sup>4</sup> Community Development Halton (September 2009). *Community Lens#40: Seniors and Housing-Part 2: Housing Affordability; Senior Tenants*.

<sup>5</sup> Community Development Halton. *Social Profile of Halton Region 2014*.

<sup>6</sup> Community Development Halton (February 2013). *Community Lens #83: One Person Households and Living Alone Individuals*.

<sup>7</sup> Community Development Halton (February 2013). *Community Lens #83: One Person Households and Living Alone Individuals*.

## WHAT IS HOMESHARE?

HomeShare is considered a living arrangement between two or more people, usually unrelated, who reside together in the same residence. Typically, each person has his or her own private space and will share common areas, such as the kitchen and living room. Household responsibilities can be shared, or sometimes services can be exchanged for reduced accommodation expenses. Services might include: cutting the grass, gardening, household cleaning, taking care of pets, and more.

It is a living situation that is of mutual benefit to all involved and is about people helping each other.

The following definitions will be helpful while working with this guide:

### **Home Providers:**

Home Providers are people who are interested in sharing their home. The home may be a house, condo or apartment.

### **Home Seekers:**

Home Seekers are people who are looking to share a living arrangement with someone for a variety of reasons.

### **Home Sharers:**

Home Sharers are people who are currently living with a Home Provider.

## WHY HOMESHARE?

People are interested in a HomeShare model for a number of reasons. Some include the following:

- ✓ HomeShare can offer companionship, reduce isolation and provide security
- ✓ Cost effective and affordable for the Home Provider and Home Seeker
- ✓ People supporting each other offers a sense of value and self-esteem; people looking out for each other
- ✓ Home Providers receiving help with household responsibilities may enable them to remain in their own homes with dignity and greater independence
- ✓ HomeShare can keep people in the communities they know and care for, rather than having to move out due to lack of affordable housing. This in turn keeps people actively engaged in their communities
- ✓ Benefits may include improved overall health and well-being for the Home Provider and Home Seeker
- ✓ Encourages shared interests, the learning of new skills and socialization
- ✓ It is about choice and autonomy on where and how individuals choose and want to live.

## TYPES OF HOMESHARE

There are different models of HomeShare throughout the world. Some are geared for intergenerational opportunities; for example, seniors and students may make an excellent living arrangement for some. Others may consist of a peer to peer relationship, usually two people closer in age.

Home Providers may own their home which may be a house, or condo, while others are living in apartments which they rent. Another arrangement is where two or more people come together looking to share common living space.

## THE DECISION TO HOMESHARE

The decision to HomeShare should be given careful consideration and thought. There are several questions you may need to ask yourself before moving forward. It is good to share your thoughts with close family members and friends, as they may have suggestions which could be helpful to you. Be prepared to think through the challenges and barriers they might see to this type of living arrangement. It is important to be flexible, positive and solution focused for a successful match and outcome. There are a number of factors to consider prior to making a decision about HomeSharing. (See **Appendix B** for sample of Self-Questionnaires).

## MAKING A DECISION AND NEXT STEPS

After careful consideration and thought, you may be ready to move forward onto the next step. You will find it beneficial to list all the pros and cons about living in a HomeShare arrangement, gathered from all the information found on the self-questionnaire.

If you decide that HomeShare is right for you, your next step is to try and find the person that you think would be a good match. You may already know or be familiar with someone who is looking for this kind of arrangement, or have heard through the grapevine that someone is looking.

## FINDING THE PROSPECTIVE HOME SHARER

Assuming that you are planning to stay in your community, think of the people you know who might be interested in a HomeShare arrangement. There may be people in your faith community, recreation groups, social activities, or through your employment.

When writing up an ad, be very specific about what and who you are looking for. As a Home Provider some people may get confused and think you are offering free rent, or looking for a housekeeper. Be concise and clear, stating what you are looking for. Have a relative or friend review your ad for feedback, as they may have suggestions that you did not think of.

Think of where you can place or post your ad. There might be an agency or organization in your community that can post your information on their website, as this would give you some degree of anonymity.

**The following are some suggestions where you might consider posting an ad:**

- Universities and Colleges (there may be students who are looking for a shared living arrangement and may be suitable for a Home Provider)
- Housing Help Line
- Senior Centres (they also have newsletters)
- Local faith groups
- Newcomers Association (there may be newcomers in your community where a HomeShare arrangement is ideal)
- Local newspaper
- Word of mouth
- You can research agencies or organizations , most likely those that have a focus on housing, for opportunities to post your ad
- There may be other places, associations or clubs where people come together in your community. Be sure to ask friends and relatives for their suggestions.

## THE SCREENING PROCESS

The screening process is an important step in any HomeShare arrangement and should never be overlooked. There are several things you can do to screen applicants and it begins with the first conversation which will help you decide whether or not to move forward. It is important to note that the screening piece belongs to both, the Home Provider and the Home Seeker.

While distributing your ad or flyer, begin to think about what you will ask the person who answers your ad. Put together your questions from the self-questionnaire and highlight the priorities that are important to you. For example, if it is important to you to have a housemate that is a non-smoker and the applicant smokes, it would be clear from the start that this would not be a suitable arrangement. Keep a list of the questions and information you will give, and

take notes. This conversation can be done over the phone, prior to meeting someone. Let the applicant know that you expect references and a police records check /vulnerable screening as part of the decision on moving forward. To obtain a police records check contact the police station nearest you to inquire about the process and the fee involved. Remember, the definition of applicant here can include both the Home Provider and the Home Seeker.

## THE INTERVIEW PROCESS

If you feel that the applicant has met the requirements and you are interested in meeting in person, consider going to a local coffee shop to do so. This provides both the Home Provider and Home Seeker with some neutral ground to explore the possibility of a HomeShare agreement. It is a good idea to bring a close friend or relative for another perspective.

Have a list of questions ready to ask beforehand as you may not remember everything you need to ask. This is a good opportunity to get to know one another and find out about each other's likes, dislike, habits, etc. Be sure to ask for at least three references. References should include a sample from the following:

- Previous landlord
- Employer
- Housemates
- Co-worker/colleague
- Manager of Volunteers (if the applicant has volunteered at an organization)

Preferably, the applicant should be known to the person who is providing the reference for at least a year.

(See **Appendix C** for a sample Reference Check).

By the end of the interview you may have already made a decision. If you are considering that this person may be a good match for you then follow through with the references and police records check/vulnerable screening. It is best to give yourself time to think things over and review the conversation. You will have the applicant's name and contact information. Be sure to

discuss with each other when you will be in contact next, so there is some follow-up. If you need to meet again as you feel you didn't have enough time, it is certainly worthwhile to do so.

## COMPLETING REFERENCE CHECKS

When calling references be sure to have the reference form in front of you to ask the appropriate questions and take notes. It is preferable to talk to the person providing the reference, rather than have an email or letter as a reference. Generally, one tends to obtain more information through person to person conversation on the telephone.

When calling a reference explain who you are and why you are calling and how much time you expect it will take. After you have contacted the references and have also received information regarding the police records check/vulnerable screening, this will help make your decision regarding the next steps.

Once you have made your decision that you would like to go ahead and try the HomeShare living arrangement, meet with the applicant again for a longer period, to get to know one another better (See **Appendix C** for a sample Reference Checks).

## HOME VISIT

After both parties are in agreement that they would like to HomeShare, the Home Seeker should have the opportunity to visit the Home Provider's residence. The Home Seeker should have a checklist to make sure that the home environment meets his or her needs. Once again, referring to the self-questionnaire will be helpful in determining if the living situation is suitable.

HomeShare Vermont suggests that the Home Seeker spend a two week trial period, living with the Home Provider, before making any final decisions. This might be a very good option, as there is no final commitment and provides a good testing period to see if the living arrangement is a good fit.

## REDUCED ACCOMMODATION EXPENSES AND EXCHANGE OF SERVICE

As a Home Provider you have already given some thought as to what you might expect in terms of services from a Home Sharer in exchange for reduced accommodation expenses. In other HomeShare models the range is generally anywhere from 1 hour to 10 hours a week. You should already have a good idea of what the household responsibilities will include and have a list ready.

The list could include but not limited to:

- Vacuuming (determine which rooms /areas)
- Dusting (determine which rooms /areas)
- Shoveling snow (determine area to be shoveled)
- Seasonal yard work
- Sweeping the outside area
- Washing floors
- Cooking and/or meal preparation
- Washing dishes
- Cleaning the fridge/oven
- Shopping
- Driving to appointments
- Grocery shopping
- Walking the dog

Depending on the amount of time and service that the Home Sharer contributes, will determine the accommodation expenses for the Home Provider to charge. The suggested amount, for example, that other HomeShare agencies recommend is in the range of up to \$400-\$500 per month.

The Home Provider will need to determine if the utilities (for example; cable, telephone, etc.) are to be included in the accommodation expenses.

## THE HOMESHARE AGREEMENT

A HomeShare Agreement serves to provide a guideline of the expectations for the HomeShare arrangement. Agreements can differ as they are unique to each living arrangement. They can be short as one month or as long as twelve months. It is important to include in the HomeShare Agreement a statement of Notice of Termination and what this entails, including the number of days' notice to be given.

Be mindful not to let money misunderstandings damage your relationship. Make sure that written receipts are provided for every payment and avoid expensive gifts, loans or other financial arrangements with your housemate.

(See **Appendix D** for sample HomeShare Agreements; Home Share Newfoundland and Labrador and HomeShare Vermont)

## HELPFUL SUGGESTIONS WHEN HOMESHARING

Here are some helpful hints to be mindful of when HomeSharing, for both the Home Sharer and the Home Provider:

- ✓ Be positive
- ✓ Be respectful
- ✓ Communicate often
- ✓ Be clear about expectations, needs and wants
- ✓ Say thank you
- ✓ Be flexible
- ✓ Ask questions when you are unsure of something
- ✓ When problems or issues arise, take time to consider how to manage them and come up with some solutions in a collaborative way
- ✓ Be realistic
- ✓ Listen well
- ✓ Remember to have fun

## TAX AND INSURANCE INFORMATION

You may contact a tax accountant for tax information if you are considering or are in a HomeShare living arrangement.

Contact your insurance company to answer any questions you may have regarding your coverage in a HomeShare arrangement. This applies to both the Home Provider and Home Seeker.

## THINGS ARE NOT WORKING OUT AS EXPECTED?

From time to time you may find that there is conflict and issues that arise in a HomeShare living arrangement. The following key steps are ones to consider in the event of a conflict:

### **1. Be calm and be respectful:**

- Conflict can arise at any time
- Conflict is a normal part of everyday life and having a process on how to deal with it can help turn potential disagreements into suitable solutions that both parties can live with
- Be aware of your emotions and body language and how you may appear to others.

### **2. Be proactive:**

- Being aware of concerns and addressing them early on can prevent problems from getting out of hand. If something is bothering you, it is important to address it in an assertive, respectful manner.

### **3. Try to understand all sides of the issue:**

- Ask questions
- Allow the other person to talk and listen without interrupting
- Focus on the issue and express feelings without blaming the other person
- Don't jump to conclusions or make assumptions

#### **4. Be flexible:**

- Be open to suggestions and ideas
- Be accepting of differences of opinion
- Focus on areas of agreement and common interests
- Stay away from negativity and blaming
- Look at all possible solutions and seek to come to an agreement that you can both live with

#### **5. Reflect on the situation and what you have learned:**

- Reflecting on the situation is a key element in maintaining the positive relationship you have in your living arrangement
- What have you learned?
- What can you change in the future to prevent similar situations from happening?
- What were the positive aspects of this experience?

After following through with the suggestions mentioned above and the concerns have not been fully addressed or resolved it may be important to ask for help. A neutral third party can sometimes help you assess all of your options so you can decide the best way to manage your situation. In Halton, you may contact the *Community Conflict Resolution Services of Halton*<sup>8</sup>, a nonprofit charitable organization.

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<sup>8</sup> Community Conflict Resolution Services of Halton, a nonprofit charitable organization. [www.ccrshalton.com](http://www.ccrshalton.com)

# APPENDIX A

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## COMMUNITY LENS #102 LIVING ARRANGEMENTS OF SENIORS



## Living Arrangements of Seniors

Between 2006 and 2011, the number of seniors in Halton Region has increased by 21% to over 66,000 compared to 14% for the total population. One in eight (13.2%) residents is a senior. For the City of Burlington with a high proportion of seniors, that percentage has reached 16.9%.



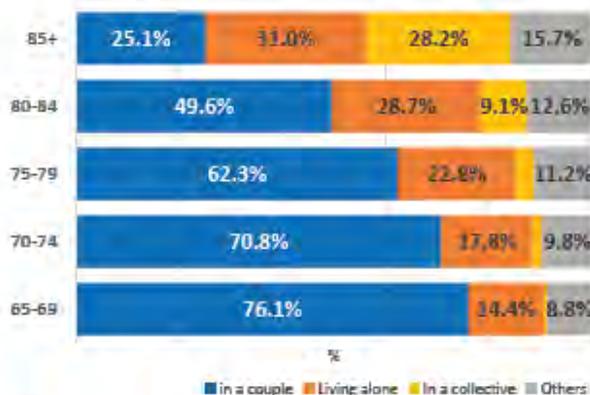
The senior population can be divided into five age groups, the youngest group (65 to 69 years old) represented about 30% of the senior cohort. As a group, they grew by 31% between 2006 and 2011. The oldest group (85 years and over) which accounted for about 13% of all seniors and had the fastest growth rate of 34%.

The living arrangement of seniors change as they age. In moving up the age pyramid, they are more likely to live in different arrangements either by choice or by circumstances. As the baby boomers enter retirement, these changes are becoming more significant in considering their housing needs and requirements.

In 2011, most (94%) seniors lived in private households (single detached, semi-detached, apartment or row houses). The remaining 6% lived in collective dwellings such as residences for senior citizens, long term care, retirement or health care and related facilities.

For young seniors (65 to 69 years), a majority (76.1%) of them lived as a couple (married – 96.5% and common-law – 3.5%), with or without children. One in seven (14.4%) lived alone. About 3% were lone parents living with children. Very few lived in collective dwellings.

Living Arrangements of Seniors, Halton Region, 2011



Source: Statistics Canada, 2011 Census

When they reached the age of 85 years and older, the most common living arrangement shifted from a couple to living alone. That percentage doubled from 14.4% for young seniors to 31%. The proportion (28.2%) of older seniors living in collective dwellings also surpassed those living with spouses or partners (25.1%). However, Statistics Canada reports a declining trend of individuals aged 85 and over living in collective dwellings over the past thirty years<sup>1</sup>. According to the Census, data on living arrangements are not available for those in collective dwellings.

<sup>1</sup> Statistics Canada, *Emerging trends in living arrangements and conjugal unions for current and future seniors*, Insights on Canadian Society, February 24, 2014

*Community Lens is prepared by Community Development Halton to disseminate and interpret important community data as it becomes available. For more information please contact us at [data@cdhalton.ca](mailto:data@cdhalton.ca) or 905-632-1975*

Seniors also lived with relatives or non-relatives, that percentage increased from about 9% for young seniors to about 16% for older seniors.

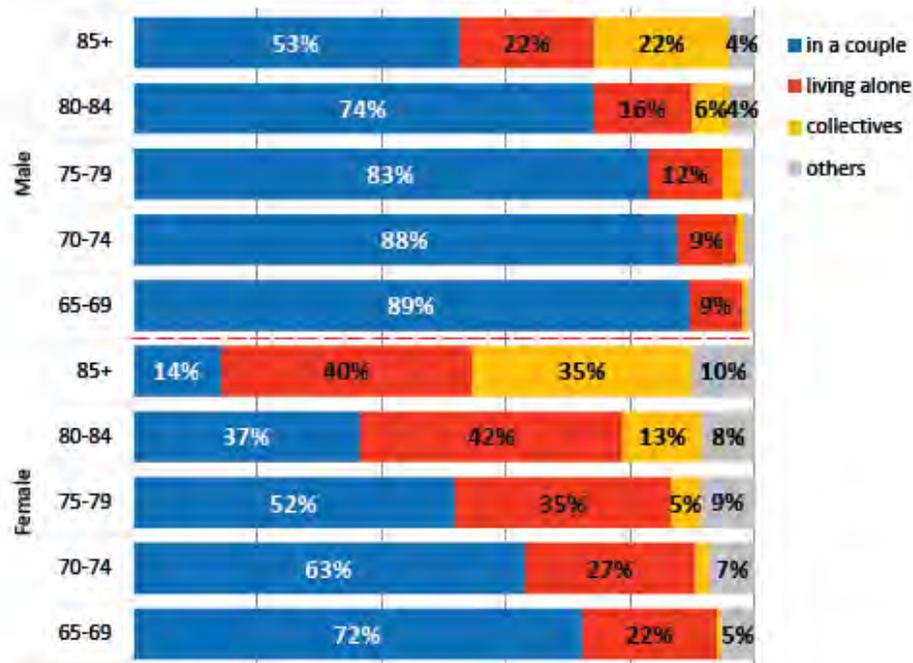
In addition to age variations, the living arrangements of seniors also show a gender differentiation. The differences become more pronounced as the seniors get older.

For all age cohorts, male seniors are more likely to live as a couple (married or common-law) than their female counterparts. About one in seven (14%) older female seniors lived with their spouse or partner compared to over half (53%) for their male counterparts.

On the other hand, female seniors are more likely to live by themselves than male seniors. This differentiation is common in all five age groups. By the time they reach 85 years and over, four in ten female seniors lived alone. These phenomena may attribute to factors such as the lower life expectancy of men, and women often forming unions with a spouse or partner who is slightly older than themselves.

As women live longer than men, it is expected that there is a higher proportion of senior women in collective dwellings. In 2011, over one in three (35%) older senior women lived in collective dwellings.

### Living Arrangement of Seniors by Sex Halton Region, 2011



Source: Statistics Canada, 2011 Census



Community Development Halton would like to acknowledge the ongoing financial support of the Regional Municipality of Halton.



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# **APPENDIX B**

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## **THE SELF-QUESTIONNAIRE: FACTS TO CONSIDER BEFORE TAKING STEPS TO HOMESHARE**



## **General: Self-Questionnaire**

Please consider the following before you decide anything. The following self-questionnaire pertains to both the Home Provider and the Home Seeker.

1. What is important to me in a HomeShare arrangement?
2. How do I feel about living with someone?
3. What am I worried about?
4. How will I handle disagreements?
5. Am I comfortable expressing my needs and speaking up when something is bothering me?
6. What kinds of activities do I enjoy?
7. What interests and activities would I like to share with my housemate?
8. How important is companionship to me?
9. How comfortable am I with sharing common areas such as the kitchen and living room?  
What if there is only one bathroom?
10. How important is it for me to know that my family, friends and loved ones support me in my decision of living in a HomeShare arrangement?

## **Home Provider: Self-Questionnaire**

As a Home Provider, identify services and assistance you may want from a Home Sharer. For example, you may be looking for help with the chores of the house. Who will be responsible for what specific household chores (ex. cleaning windows, cutting the lawn, etc.)? How many hours a week will you expect that person to help with chores?

1. What accommodation expenses will I charge?
2. What might be included in the expenses; utilities (phone, electricity, etc.)? What else?
3. What age of the person would I be most comfortable to share my home with; someone close in age to me, a younger or older person?
4. Would I prefer to live with a woman or man?
5. What if the Home Seeker has a pet he or she would like to bring? Am I comfortable with that?
6. Is my home accessible? If the Home Seeker has mobility concerns, will my home be able to accommodate him or her?
7. Am I willing to share my driveway if the Home Seeker has a vehicle?
8. What areas of the house will be shared and which ones are off limits?
9. How often do I have overnight guests?
10. Do I entertain or have guests in my home? How often?
11. Am I comfortable with the Home Seeker having family and friends over, either for a visit or overnight stays?
12. How will I handle the use of the telephone and television?
13. Do I enjoy listening to music? What kind and how often?

14. How will I arrange private time for myself?
15. What about meals? Who does what?
16. Who will do the grocery shopping and how will it be done?
17. What about my daily routine and schedule?
18. Do I need to furnish the bedroom?
19. How willing am I to share my home with someone who has health challenges?
20. What are my television habits?
21. What do I like to cook?
22. Am I willing to share with someone who smokes?
23. How will/do I handle disagreements and conflict?

## **Home Seeker: Self-Questionnaire**

1. How will/do I handle disagreements and conflict?
2. Am I looking for a peer to live with (someone around the same age as me) or am I comfortable with a younger or older person?
3. Do I prefer to live with a woman or man?
4. Are the characteristics of the neighbourhood and stores suitable to my needs?
5. If I have a car, can I park in the driveway?
6. If I don't have a car, is there public transit nearby?
7. Does the Home Provider smoke?
8. What might be expected of me to help with around the house? How many hours a week would be likely?
9. Can my family and/or friends come and visit and stay overnight?
10. Does the Home Provider have a health concern that I might need to know about?
11. What areas of the house will I be sharing and which areas would be off limits?
12. Does the Home Provider have a pet?
13. Is the home in good condition and safe?
14. What will be expected of me in terms of companionship?
15. Do I have mobility issues that would need to be taken into consideration for accessibility needs? If so, what are they?
16. Will the bedroom be furnished? Can I bring my own furniture?
17. What will my living/designated space in the house look like?
18. How will the duties of grocery shopping and preparing meals happen?

# APPENDIX C

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## REFERENCE CHECK TEMPLATES



## **Reference Checks for Previous Landlords or Home Providers**

(This reference is for Home Providers to conduct a reference for a Home Sharer)

Name of Reference: \_\_\_\_\_

Position/Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Home Sharer: \_\_\_\_\_

Date: \_\_\_\_\_

### **Sample Script**

*Hello, my name is \_\_\_\_\_ and your name was given to me by \_\_\_\_\_ for a reference check. This person is interested in a HomeShare arrangement in my home. I have a few questions to ask and this should take about 5-10 minutes, is this a good time to call?*

1. Could you please explain to me in what capacity you know \_\_\_\_\_?
2. How long have you known \_\_\_\_\_?
3. When did \_\_\_\_\_ rent from you?
4. How long did \_\_\_\_\_ live in your rental unit?

5. Did \_\_\_\_\_ pay his /her rent on time?
6. Were there any complaints from other tenants?
7. Were there any damages besides normal wear and tear?
8. Was the tenant respectful to you and the property?
9. Did the tenant give you proper notice to end the tenancy?
10. Would you rent to this tenant again?
11. Other comments?

*Thank you for your time in answering my questions.*

## **General Reference Questions (Character or Employer's Reference)**

(This reference is for Home Providers or Home Sharers to conduct)

Name of Reference: \_\_\_\_\_

Position/Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Home Sharer/Home Provider: \_\_\_\_\_

Date: \_\_\_\_\_

### **Sample Script**

*Hello, my name is \_\_\_\_\_ and your name was given to me by \_\_\_\_\_ for a reference check. This person is interested in a HomeShare arrangement in my home. I have a few questions to ask and this should take about 5-10 minutes, is this a good time to call?*

1. Could you please explain to me in what capacity do you know \_\_\_\_\_?
2. How long have you known \_\_\_\_\_?
3. Would you consider \_\_\_\_\_ to be responsible, dependable and respectful?  
Please explain and give an example if you can.
4. Can you comment on how \_\_\_\_\_ handles conflict and stress? Please explain and give an example if you can.
5. Do you consider \_\_\_\_\_ to be trustworthy?
6. Is there anything that I have not asked you that you would like to share with me?

*Thank you for your time in answering my questions.*



# **APPENDIX D**

## **SAMPLE 1 - HOMESHARE AGREEMENT (NEWFOUNDLAND AND LABRADOR)**



# Homeshare Agreement

## PARTIES

1. THE RENTAL AGREEMENT IS MADE IN DUPLICATE BETWEEN:

\_\_\_\_\_, THE LANDLORD,

NAME(S)

ADDRESS

POSTAL CODE

TELEPHONE

AND:

NAME(S)

THE TENANT(S),

TELEPHONE

## PREMISES

THE PARTIES AGREE THAT

2. THE LANDLORD WILL RENT TO THE TENANT AND THE TENANT WILL RENT FROM THE LANDLORD A ROOM AT THE FOLLOWING RESIDENTIAL PREMISES:

STREET NAME AND NUMBER

UNIT #

CITY OR TOWN

POSTAL CODE

## TERM

3. SELECT PARAGRAPH (a) OR (b) - NOT BOTH

(a) (MONTH TO MONTH OR WEEK TO WEEK)

THIS AGREEMENT IS TO BEGIN ON \_\_\_\_\_ OF \_\_\_\_\_, 20\_\_\_\_

DAY

MONTH

YEAR

AND RUN FROM  MONTH TO MONTH **OR** FROM  WEEK TO WEEK

(b) FIXED TERM ( \_\_\_ Months)

THIS AGREEMENT IS TO BEGIN ON THE \_\_\_\_\_ OF \_\_\_\_\_, 20\_\_\_\_

DAY

MONTH

YEAR

AND END ON THE \_\_\_\_\_ OF \_\_\_\_\_, 20\_\_\_\_

DAY

MONTH

YEAR





**SIGNING OF HOMESHARE AGREEMENT**

**SIGN TWO COPIES OF THIS AGREEMENT, ONE FOR EACH PARTY INVOLVED**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF LANDLORD(S)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF TENANT

\_\_\_\_\_  
WITNESS (OPTIONAL)

**DISCLAIMER CLAUSE**

This sample Homeshare Agreement is a guideline for the benefit of landlords and tenants. This sample agreement, therefore, is not intended to be exhaustive and may not include provisions relating to all circumstances particular to the contractual relations between a landlord and tenant. Rental Agreements are made between Home Sharers and Home Seekers and are separate legal agreements between the parties involved. Home Share NL will not be a party to any rental agreement entered into between a Home Sharer and a Home Seeker. Any reliance upon this agreement is at your own risk.

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# SAMPLE 2 - HOMESHARE AGREEMENT (VERMONT)





## Homesharing Agreement

*This agreement is between:*

**HOME PROVIDER**

**HOME SHARER**

Name _____	Name _____
Address _____	Address _____
Address _____	Address _____
Phone _____	Phone _____
Other _____	Other _____

We agree to participate in the following arrangement beginning on: \_\_\_\_\_

**HOME PROVIDER** I, \_\_\_\_\_, agree to provide the following:

Yes	No	Item	Specifications
		Private Room	
		Decorate/Paint Room	
		Door Key	
		Parking	
		Linen	
		Laundry Facilities	
		Storage Space	
		<b>Other</b>	

**HOME SEEKER** I, \_\_\_\_\_, agree to provide the following:

Yes	No	Item	Specifications
		Rent in the Amount of \$ _____ /mo. due on _____	
		Share of Utilities \$ _____ to include	Heat <input type="checkbox"/> Electric <input type="checkbox"/> Internet <input type="checkbox"/> Cable <input type="checkbox"/> Phone <input type="checkbox"/>
		-Other description of utilities	
		Exchange of Services (hrs/wk) _____	
		-Housekeeping	
		-Meal preparation/eating together	
		-Grocery shopping/errands	
		-Transportation	
		-Companionship	
		-Yard work/snow shoveling	
		-Simple household maintenance	
		-Laundry	

		-Medication reminders	
		-Protective presence	
		Other specifics	

Yes	No	Clarify the Following Items	Specifications	
		Use of Common Area		
		Food Storage		
		Use of dishes/pans, etc.		
		Smoking areas		
		Guns/weapons in the home		
		Pets		
		Schedules/notice required when away		
		Mail		
		Visitors Allowed During	Daytime	Nighttime
		-Notice required if visitors		
		Emergency Contacts		
		-Home Provider		
		-Home Sharer		

**We also agree to the following:**

Loans or gifts of money or substantial property are not part of this agreement and are strongly discouraged. Participants may amend their homesharing agreement by mutual agreement. HomeShare Vermont is available to assist with agreement changes or with any problem that arises during the course of the match.

Each participant agrees to give a verbal and written notice of \_\_\_ days in the event she or he desires to end the match. Each participant also agrees to notify HomeShare Vermont if either gives notice of intent to end this homesharing match.

If a homesharer moves out before the notice period is complete, the homesharer is expected to pay rent and/or provide service for the entirety of that period regardless of which party gave notice, unless both parties agree to another arrangement.

Home provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home sharer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HomeShare VT Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Phone/direct line: \_\_\_\_\_ HSVT general line: \_\_\_\_\_

412 Farrell Street, Suite 300

South Burlington, VT 05403

# REFERENCES



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HomeShare Canada; [www.homesharecanada.org](http://www.homesharecanada.org)

Home Share Newfoundland and Labrador; [www.homesharenl.ca](http://www.homesharenl.ca)

HomeShare Vermont; [www.HomeShareVermont.org](http://www.HomeShareVermont.org)