



Overview

Thank you for attending the Shared Housing Training conducted by Impact Consulting Group, LLC. (Impact). We are grateful to have shared space with you for two days to discuss creative ways to address homelessness in your community. This Resource Guide provides useful resources as a follow-up to the information presented during our Shared Housing training. Please feel free to [contact Impact](#) if you are interested in learning more about additional ways we can help support your entity and community.

The initiatives, reports, tools, websites, publications and case studies provided in this document may not be the creation or property of Impact Consulting Group, LLC but are available for public consumption. Impact has researched and organized this information to help training attendees take the next step to potentially implement or expand shared housing in their communities.

In this Shared Housing Resource Guide, you will find:

1. A Summary of the Tips to Match Roommates to Units
2. Information and State Law for Work for Rent Arrangements
3. Shared Housing and Matching Resources
4. Data, Publications and Articles about Shared Housing
5. Fair Housing Resources
6. Sample Master and Tenant Leases and Roommate Agreement



Tips for the Roommate/Unit Match Process

1. Unit identified for shared housing. Grouping of potential matches to both the unit and each other is pulled. Info is shared with navigators and participants to see who is actually interested.
2. Unit becomes available that meets all the requirements and desires of the participant(s). Participants go to see the unit (or virtually see the unit) and complete an application if interested. Application is subsequently approved—move to #3.
3. A Meet and Greet with potential Housemates should be scheduled within 48 hours of getting a thumbs up or a potential thumbs up from the landlord. The purpose of the Meet and Greet is to determine if matched Housemates are in fact compatible based on their personal choice. See Questions to help with meet and greet below. All questions should be given in the same manner and each interaction timed to five to ten mins max—before switching. There needs to be a scorecard given so that each person can track their answers for each person he/she met with. And refer back to who seemed to be the best fit(s).
4. If the participants determine that they are not compatible as Housemates please contact **Shared Housing Team** to make aware that the match was unsuccessful so that another participant can be identified.
5. Once a match is made—and before lease is signed—participants must complete an agreed upon set of house rules/expectations.
6. After the house expectations are agreed upon—let people have a 24-hour final think through process. This time should be spent looking through all the documentation—the scorecards, the house agreement, etc.—and make sure this is the right decision. At the end of that period—have each housemate sign a disclosure that states they have selected X as a roommate and have decided to move forward with the lease signing.
7. Once the match finalized, move forward submitting all applicable documents to the landlord.
8. This would also be a good time to identify the participants assigned Stabilizer and loop them in moving forward.

Possible Questions for Speed Dating

1. What are the absolute NO's when selecting a Housemate?
2. What characteristics are you looking for in a Housemate?
3. Do you regularly entertain house guests? Overnight?
4. What are your standards for a clean home?
5. How do you typically resolve disagreements?
6. Do you prefer a quiet home or an active home (guests, music, parties, TV, and lights on all night, etc.)



7. How do you feel about people borrowing your things?
8. When do you think bills should be paid? (On the due date? During the grace period? Before 30 days?)
9. Suppose your Housemate or their guest ate your food? What would you say/how would you feel?
10. Suppose your Housemate or their guest used your bathroom? What would you say/how would you feel?

Participants must establish an agreed upon set of house rules/expectations:

- Who cleans up what and when? (Daily cleaning schedule)
- Guests (especially overnight) What is those guests are kids? Girlfriend? Someone you don't like?
- Meals (Kitchen Hours)—food split/food share?
- Boundaries (Using or eating items without permission)
- Noise tolerance (TV on all night, music, parties, phone calls)
- Bills—whose name; how and when to pay? Is there a split—I pay this and you pay that?
- Pets—have them or not? Who is expected to take care of the pet if someone doesn't come home?
- What to do with your things if you don't ever return? Who do I call?
- Visiting hours
- Smoking/drugs



Work for Rent

If you are an employee working for someone in CA, that employer is required to pay you as an employee, which includes taking out the standard mandatory deductions and paying that money, plus in some cases an employer matching amount, to the relevant government authorities. While it is legal to pay an employee PARTIALLY with room and board, it is not lawful to make that payment in full. The Wage Order applicable to your work is [Wage Order 5](#).

The Wage Order requires that you be paid the minimum wage for all work performed, plus overtime when you work more than 8 hours in a workday or 40 hours in a workweek. The employer is allowed to pay you IN PART by giving you room and board if there is an agreement between you and the employer to that effect.

Take a look at Section 10 of the Wage Order. It provides a table of how much offset the employer is allowed against the minimum wage. To figure out how much you should have earned in addition to your room and board, take the total sum of money you should have earned at the minimum wage and subtract the room and board values that the employer is allowed to apply. The remaining balance is the money you should have been paid above and beyond getting a place to stay.

The employer was required to withhold taxes and other withholdings based on your total earnings before the room and board offsets were applied.

You may well have a claim for substantially more income. You should locate and consult with an experienced employment law attorney as soon as possible to explore your facts and determine your options. I would suggest you look either on this site in the Find a Lawyer section, or go to www.cela.org, the home page for the California Employment Lawyers Association, an organization whose members are dedicated to the representation of employees against their employers.

Please view the following page for additional resources and templates related to work for rent.



Website Links

Shared Housing and Matching Resources

- [Roommate Matching Best Practices \(StarRez\)](#)
- [The Perfect Match \(RoomSync\)](#)
- [A Room of Your Own Matching Tool \(AROYO by LAFH\)](#)
- [Shared Housing, Inc. Resources](#)

Data, Publications and Articles

- [National Low Income Housing Coalition](#)
- [Research Report on Master Leasing in Los Angeles \(Urban Institute\)](#)
- ["52% of young adults in the US are living with their parents"\(CNN\)](#)
- ["Share of Adults Living with Roommates Higher than Ever Before" \(Zillow\)](#)
- ["Is co-living the new Craigslist?" \(CNBC\)](#)
- [CBRE - Multifamily Innovation Watch \(CBRE\)](#)
- ["Shared Housing: Challenges, Best Practices, and Outcomes" \(Homelessness Policy Research Institute\)](#)

Fair Housing Resources and Sample Leases & Roommate Agreements

- [California Sample Roommate Agreement \(eforms.com\)](#)
- [Sample Master Lease Agreement](#)
- [Sample Tenant Leases for California \(RentLeaseAgreements.com\)](#)
- [Information and Resources to Address Housing Discrimination in California](#)
- [HUD Fair Housing Resources for California](#)
- Work for Rent Information
 - [Beware of Working for your Landlord Instead of Paying Rent \(LawNY\)](#)
 - [Should You Barter with Your Tenants for Rent Reductions? \(MassLandlords.net\)](#)
 - [Homesharing Exchange - A Room for Services \(interconnections.org\)](#)
 - [Barter Agreement Template](#)
 - [Offering Housing in Exchange for Childcare](#)
 - [California Wage Order 5](#)



Contact Information for Training Presenters

Kris Freed
Impact Consulting Group, LLC
Kris@theimpactgroup.net
818-693-0213

Veronica Lewis
Impact Consulting Group, LLC
veronica@theimpactgroup.net

Jonathan Sanabria
LA Family Housing
jsanabria@lafh.org
AROYO –shared housing matching tool

Alynn Gausvik
Change Well Project
alynn@changewellproject.com