



## **MASSACHUSETTS RENTAL VOUCHER PROGRAM (MRVP) RELOCATION PACKET**

- 1. Mutual Termination Agreement** or equivalent notice must be submitted before or at the same time as the MRVP Property Owner Packet is submitted. The MRVP Property Owner Packet submitted without a proper notice to terminate the current lease cannot be accepted.
- 2. MRVP Property Owner Packet**
- 3. MRVP Payment Standards (Maximum Allowable Rents)**



**MUTUAL TERMINATION AGREEMENT**

**Instructions:** Use this form to end a tenant’s lease and allow them to qualify for a relocation voucher to move with their rental assistance. At least thirty (30) days’ notice is recommended. If the tenancy needs to be extended past the lease termination date, the property owner and tenant may sign a **Reinstatement of Lease** (found at [MetroHousingBoston.org](http://MetroHousingBoston.org)).

The lease between the tenant, \_\_\_\_\_ (print tenant name),

and the property owner, \_\_\_\_\_ (print property owner name),

for the rental unit # \_\_\_\_\_ located at:

Unit Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

shall by this Agreement be mutually terminated as of: \_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant’s Signature

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**Return this form to Metro Housing|Boston to process your request to move.**

**Note:** Metro Housing|Boston policy has restrictions on moves under certain conditions. If the tenant is ineligible to move, the submission of this mutual termination form will not result in MetroHousing|Boston allowing the tenant to move with their voucher. Please contact our Leased Housing Department if you wish to know about restrictions or exceptions for moves.

**Email:** [gateway@metrohousingboston.org](mailto:gateway@metrohousingboston.org) | **Fax:** (617) 532-7670 | **Phone:** (617) 425-6611

**Mail to:** 1411 Tremont Street, Boston, MA 02120 Attn: Leased Housing Gateway

## Massachusetts Rental Voucher Program (MRVP) Property Owner Packet

RE: (Tenant's Name)

Dear Prospective Property Owner:

The Massachusetts Rental Voucher Program (MRVP) Mobile is a state-funded program that provides rental subsidies to low-income households. Eligible program participants are issued vouchers enabling them to find market-rate units in neighborhoods of their choice. Under MRVP, the household must contribute at least 30% of income towards the rent but no more than 40% at initial occupancy. Metro Housing|Boston determines the monthly household contribution and voucher payment. The household pays their contribution directly to property owners and Metro Housing pays the voucher payment directly to property owners. Program participants remain on the program for as long as they remain income-eligible and in good standing with the program.

The following is a list of documents required to be submitted to Metro Housing|Boston before subsidy payments can be authorized:

- 1) **Request for Program Payment** (attached) – please ensure it is signed and dated by both parties
- 2) **W-9 Form** (attached) – the name on the W9 is required to match the deed / real estate tax bill
- 3) **Direct Deposit Form** (attached) – All property owners are required to sign up for direct deposit. Please submit the completed form along with one of the following: a copy of a voided check, a letter from the bank or a bank statement containing the account name, the routing number and the bank account number.
- 4) **Request for Rent Approval** (attached) – please complete
- 5) **Certificate of Fitness (COF)** – To obtain the Certificate of Fitness or equivalent inspection report confirming that the unit is in compliance with Article II of the State Sanitary Code, please contact your local Board of Health, a third-party Certified Health Officer or a Registered Sanitarian. The inspection cannot be scheduled through Metro Housing|Boston.

If you own a property in Boston and will be requesting the inspection through Boston Inspectional Services, you will need to submit the following to Boston Inspectional Services:

- a) A document indicating that the subsidizing agency requires the inspection
- b) A check for the inspection fees (inspections are \$50 per unit for a building with 1-3 units and \$75 for a building with 4 or more)
- c) Registration with the city's rental registration database if the building does *not* have an official lodging house license
- d) Request for an Inspection Letter to be drafted by Metro Housing. This letter will be sent to you when we receive this Property Owner Packet.

Please contact Boston Inspectional Services with any questions regarding these requirements at [isd@boston.gov](mailto:isd@boston.gov), or (617) 635-5300.

- 6) **Proof of Ownership** – acceptable verifications are either a copy of your most recent real estate tax bill or a registered deed.
- 7) **Lead Paint Certificate (LOC)** – If a child under the age of 6 will be residing in a unit built before 1978, certification from a Certified Lead Inspector is required to verify that the unit is in compliance with applicable lead paint laws. If the unit was built in 1978 or after, a copy of the building permit is required instead.

**Please send the completed MRVP Property Owner Packet to: [gateway@metrohousingboston.org](mailto:gateway@metrohousingboston.org).**

Please allow 15-30 days for Metro Housing|Boston to approve the documents above and to determine rent reasonableness. The tenant should not move into the unit until Metro Housing|Boston has notified both parties that the unit is approved. The tenant may be responsible for the full contract rent if moving in prior to approval.

Following approval, the relocation specialist will: (1) confirm the move-in date with the property owner; (2) determine the monthly voucher payment and the household contribution; and (3) send the MRVP Voucher Payment Contract and the MRVP Lease Addendum to the property owner.

Property owners may use their own lease or request the MRVP Model Lease. Only one lease may be used. The MRVP Lease Addendum must be attached to the lease, regardless of which lease is used.

If you will be using your own lease, it must contain:

- a) full address of the unit;
- b) beginning and ending dates of the 12-month lease (for example: 1/5/2019-12/31/2019);
- c) utility responsibilities; and
- d) the contract rent

Under MRVP, the lease and contract are not signed annually if the terms of the lease and or contract don't change. For lease and contracts received on or before the 18th of any given month, voucher payments (including retroactive payments, if applicable) will be issued to you on the first of the following month. Payments may be delayed by a month for leases and contracts received after the 18th.

Voucher payments will be issued around the first of the month each month for as long as the tenant resides in the unit and remains on the program.

#### **OTHER INFORMATION:**

MRVP does not pay for utilities, security deposits, or any other fee or charge owned by the tenant and does not make any advance voucher payments for last month's rent. MRVP will pay the voucher payment for first month's rent once there is a signed lease and contract in place and once the tenant occupies the unit.

Tenants requesting assistance with housing-related costs should contact our Housing Consumer Education Center (HCEC). More information can be found on our website.

We are required to provide property owners with information about their rights and obligations under the Violence Against Women Act (VAWA) when they begin their participation in MRVP. These forms can be found here: <http://bit.ly/VAWAcertification> (the Certification of Domestic Violence, Dating Violence Sexual Assault, and Stalking); <http://bit.ly/VAWANotice> (the Notice to Property Owners and Property Managers Regarding VAWA).

Metro Housing|Boston administers MRVP vouchers in over 30 towns in the Greater Boston Area. A full list can be found on our website under About Us, Communities We Serve. *(Please note: Lynn Housing Authority is administering MRVP vouchers for units located in Lynn.)* In instances where the unit falls outside of our service area, Metro Housing|Boston is required to transfer the tenant's file by mail to the regional administering agency. The transfer takes up to 5 business days. Metro Housing|Boston will notify the property owner and the tenant in writing and or by phone that the voucher is being transferred and will provide contact information for a staff member at the receiving regional administering agency. The new administering agency will complete the leasing process.

For any questions, please contact (617) 425-6611 or [Gateway@metrohousingboston.org](mailto:Gateway@metrohousingboston.org). You can also find more information on our website: [www.metrohousingboston.org](http://www.metrohousingboston.org).

Sincerely,  
MRVP, Leased Housing

Enclosures: MRVP Request for Program Payment, W9 Form, Direct Deposit Form, Request for Rent Approval

**REQUEST FOR PROGRAM PAYMENT**  
**MASSACHUSETTS RENTAL VOUCHER PROGRAM**

1. **REQUEST** The undersigned Owner and Participant hereby request \_\_\_\_\_, the AA to make payment under the Massachusetts Rental Voucher Program (MRVP) to the Owner or Owner’s agent for the dwelling unit located at:

\_\_\_\_\_, MA \_\_\_\_\_  
**Street Address** \_\_\_\_\_ **Apt. #** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

The unit consists of \_\_\_\_ bedrooms and is proposed to be leased at a total rent of \$ \_\_\_\_\_ per month.

**HANDICAP ACCESSIBILITY:** Sensory  Mobility  N/A  **YEAR BUILT:** \_\_\_\_\_

**HEAT** (check appropriate box): Owner  Tenant  **ELECTRIC** (check appropriate box): Owner  Tenant

2. **RESPONSIBILITIES**

The OWNER, by executing this Request:

- a) Agrees to provide, prior to the proposed occupancy date, verification that this unit is in compliance with Article II of the State Sanitary Code and is lead safe (if applicable);
- b) Agrees that the Owner’s Lease will include word-for-word all of the provisions in the MRVP Lease Addendum;
- c) Intends to enter into a Voucher Payment Contract for this unit with the AA;
- d) Understands that the AA has not screened the Participant’s suitability for tenancy and that all tenant screening is the Owner’s responsibility; and
- e) Certifies that this unit is made available, managed, and operated in accordance with applicable federal and state fair housing laws regarding race, ethnicity, color, creed, religion, sex, gender, familial status, disability, age, genetic information, sexual orientation, ancestry, marital status, veteran/military status, presence of children, receipt of public assistance, gender identity, or national origin.

The PARTICIPANT, by executing this request, represents that he/she has seen the dwelling unit and that he/she finds it acceptable for habitation.

3. **DATES OF AVAILABILITY FOR OCCUPANCY**

The dwelling unit will be available for occupancy by the PARTICIPANT on \_\_\_\_\_.

4. **EXECUTION**

All statements made herein are true and accurate. Signed under the pains and penalties of perjury.

Printed Name of <input type="checkbox"/> Owner or <input type="checkbox"/> Agent	Printed Name of Participant
Owner or Agent Signature <span style="float: right;">Date</span>	Participant Signature <span style="float: right;">Date</span>
Owner or Agent Address	Participant Address of Participant
Owner or Agent Telephone #	Participant Telephone Number
Owner or Agent Email	Participant Email

Please return completed RFPP to: \_\_\_\_\_ | \_\_\_\_\_

\_\_\_\_\_ (p) | \_\_\_\_\_ (f) | \_\_\_\_\_



People First. Housing Always.

REQUEST FOR RENT APPROVAL (MRVP Mobile Only): For New Lease-Ups and Rent Increases
(Increases only: Attach a copy of the original notice sent to the tenant)

Upon receipt of this form, Metro Housing|Boston will determine if the requested rent is reasonable by comparing rents of equivalent units in the private market. We will notify you in writing regarding the outcome of your request within thirty (30) days.

Mobile Rent Increase Eligibility Requirements:

- 1. The tenant must be notified in writing, and a copy of the request must be submitted to Metro Housing|Boston at least 60 days, but not more than 120 days, prior to the lease renewal date.
2. Only one rent increase can be approved within any 12-month period.

If the above criteria are not met, a rent increase cannot be considered at this time. For project-based rent increases, please contact ownerservices@metrohousingboston.org.

For internal use only:
Eligible/Not Eligible
Rent approved/denied
Final Rent: \$
Effective date:
Reason:
Reasonable rent: \$

Please complete this form and send with any attachments to: Metro Housing|Boston, 1411 Tremont Street, Boston, MA 02120, Attn: Owner Services. Email: ownerservices@metrohousingboston.org. Fax: 617-532-7563. If you have any questions, you may call the Owner Services Team at (617) 425-6765.

- 1. Type of request (select one): New lease-up Rent Increase
2. What is the requested rent for the unit? \$
Rents for mobile units must fall within MRVP maximum rent limits (under MRVP forms at www.metrohousingboston.org)
3. Number of habitable bedrooms:
4. Tenant Name:
5. Rental Unit Address: Unit #: City/State/Zip:
6. Legal Owner's Name: Property Manager (if different):
7. Property Manager Address: City/State/Zip:
8. Owner's/Property Manager's Phone Number: Email:
9. Select the type of house/apartment: Single Family Detached Duplex/2-Family 3-Family Row House/Town House Low-Rise (3 or 4 stories) High-Rise (5 or more stories) Multi-family

10. Please complete the table below by indicating the fuel type and payment responsibility for each utility (required):

Table with 3 columns: Utility Type, Fuel Type, Payment Responsibility. Rows include Heating fuel, Cooking fuel, Hot Water, Other Electricity, and Water.

- 11. (Increase only) Will the payment responsibility for the utilities change? No Yes (New lease required)
12. Question 12 (a-d) is optional but will aid in performing a more accurate market analysis.
a. Please indicate which of the following features and amenities are included in the rent: Central AC Refrigerator Microwave Assigned parking space Parking garage In-unit washer & dryer W/D hook-up Dishwasher Other (specify):
b. How many bathrooms are in the unit? 1 1.5 2 Other:
c. What is the square footage of the unit? sq. ft.
d. What year was the property originally built? (if there have been recent renovations, attach documentation)

(Increase Only) Tenant Notification (You must select at least one):
I (the tenant) have acknowledged the notice of rent increase, and by signing I certify that the owner has notified me within the required timeframe.
Tenant Signature: Date:
I (the owner) have attached a copy of the rent increase notice sent to the tenant at least sixty (60) days prior to the lease renewal. The tenant does not need to sign a rent increase request if they are properly notified and Metro Housing|Boston receives a copy.

By executing this request, I am certifying that the information above is true and correct:

Signature of Owner or Property Manager: Date:





## Direct Deposit Enrollment Request Form Authorization Agreement for Automatic Deposits (ACH Credits)

### Section 1 : Type of request (check one)

New Request for Direct Deposit **OR**  Change Current Direct Deposit Information

### Section 2 : Customer / Vendor / Payee Information

Name \_\_\_\_\_

Social Security # or Tax I.D. # \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

E-mail Address (please print) \_\_\_\_\_

### Section 3 : Direct Deposit Information:

Checking **OR**  Savings

Account Holder's Name \_\_\_\_\_

Bank Name \_\_\_\_\_

Routing Number1 \_\_\_\_\_

Account Number2 \_\_\_\_\_

Please attached with **voided check** from the specified checking account.

Substitute documentation **for account without paper check**: 1) Bank statement; or 2) Letter from bank that indicate account name; account number and routing information

I authorize Metro Housing|Boston and Bank of America to make electronic deposits to the specified account. If monies to which I am not entitled are deposited to my account, I authorize Metro Housing|Boston to direct the financial institution to return said funds. This authority will remain in effect until I have filed a new authorization or until this authorization is revoked by me in writing.

Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

Call (617) 425-6616 if you have any questions. *Please note:* You may receive one or more "paper" checks before your direct deposit enrollment is processed and becomes active.

<sup>1</sup> The first nine numbers from the left at the bottom of your deposit slip if using a savings account or your check if using a checking account is the bank routing number. This number is always nine digits.

<sup>2</sup> Your account number is at the bottom of your check or savings deposit slip, after the bank routing number (and before the check number if using a check). If there are zeros before or after your account number, please include them.

### For internal use Only:

**Program:**  MTW / Section 8 or  MRVP / CoC Program or  HomeBASE / RAFT

**Staff Name :** \_\_\_\_\_



## MRVP Applicable Payment Standards - Metro Housing|Boston Service Area

Current Area-Wide Fair Market Rent (FMR)

Effective January 1, 2023

Please note: All contract rents must be rent reasonable. Section 8 Payment Standards do not apply to MRVP.

City/Town	SRO	ESRO	Studio/ 0 BDR	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5 Bedrooms	6 Bedrooms
Arlington	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Bedford	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Belmont	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Boston	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Braintree	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Brookline	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Burlington	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Cambridge	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Chelsea	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Everett	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Holbrook	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Lexington	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Malden	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Medford	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Melrose	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Milton	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Newton	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
N. Reading	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Quincy	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Randolph	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Reading	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Revere	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Somerville	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Stoneham	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Wakefield	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Waltham	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Watertown	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Weymouth	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Wilmington	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Winchester	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Winthrop	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602
Woburn	\$1,519	\$1,671	\$2,025	\$2,198	\$2,635	\$3,207	\$3,540	\$4,071	\$4,602

The above MA cities and towns are in Metro Housing|Boston's service area. For MRVP Applicable Payment Standards for other MA cities and towns, please visit: <https://www.huduser.gov/portal/datasets/fmr.html>.