



Dear

Thank you for your inquiry. Let me give you an outline of our program. We are an *intergenerational* program *matching tenants with homeowners*, which means that at least one person in each match we make must be 55 years of age or older. This person can be either the homeowner or the tenant. The only time we waive the age requirement is if one of the persons in the match is disabled. Our service is *free of charge*, but we do ask for a one-time-only \$15 donation to help with our program costs which clients may choose to pay or not pay. Also, we work *strictly within the Seattle City limits*, so all homeowners in our program live in Seattle and all tenants in our program must want to live in Seattle. Moreover, *our goal is to match homeowners and tenants for mutual benefit and compatibility*. As a result, our process is not speedy. It usually takes *a month or more* for us to make a match, and even then we cannot guarantee a match. There are people who have registered with our program for whom we have never made matches. We encourage people to use us as one of their resources in their housing search, but not to rely solely on us to find them housing; we hope that our clients are also checking into multiple other possibilities.

For a tenant, the *first step in the process is to call us and schedule an in-person interview* at our downtown office, which will last for one half hour. We schedule interviews between 8:30am and 3:30pm Monday through Friday. At the interview we will ask you what kind of services or rent you are willing to offer in exchange for your living space; what kind of person you would live with and what sort of space you are looking for; your living preferences; and some background information about yourself. We will also do a criminal history background check (which we do on the homeowners as well) and ask for *three references*: People who have known you for 2 years or more and are of no relation. If these people are local, we need only names and phone numbers; if not, we need the references to fill out our reference form and send it back to us. We cannot do a search for a tenant until we have the references on file. After we have interviewed you, we will enter your data into our data system and run an initial search. We will call you within the next few days to let you know the results of that search. If one or more persons came up on your search, we will tell you about them, and if you are interested in meeting with them we will provide you with their phone number. At that point the homeowner and tenant speak over the phone and decide whether or not to meet in person. If they decide to live together, they fill out a match confirmation letter and a Homesharing Agreement Form (optional).

Homeowners might ask for just a monetary rental payment, or they might want some services in exchange for some or all of the rent. Typical services or chores that might be exchanged for rent include cleaning, cooking, driving, yardwork, repair, and laundry. The services are not limited to just these, and not every homeowner is asking for a tenant to do them all.

If you are still interested in our program and/or have further questions, your next step is to call us at (206) 448-5725. At that time, we can answer any remaining questions and set up a date/time for an interview. Thank you for your interest.

Sincerely,