



**Massachusetts Department of Housing and Community Development
Division of Housing Stabilization**

**Notice To Emergency Assistance (EA)
Families Placed in Hotels/Motels**

You (and the eligible family members) are being placed temporarily in a hotel/motel while the Department of Housing and Community Development through its Division of Housing Stabilization looks for a shelter placement for you. You will be transferred to an appropriate family shelter at the earliest possible date. **Your family will be moved to a shelter anywhere within Massachusetts.**

You are expected to arrive at a reasonable hour at the hotel/motel on the day you are placed. If you do not, the room will be cancelled. If you fail to appear at this placement without good cause or you refuse this placement, your temporary emergency shelter benefits will be terminated. If you disagree with the placement and file an appeal, you still have to go to this placement until your appeal is decided.

You are expected to stay at the hotel/motel every night that is authorized by the case manager. If you leave without notice, the hotel/motel will pack up your belongings and dispose of them.

You are expected to call the hotel at 1 o'clock each afternoon. They will have information if your family will be moved to a shelter. Your family will be moved to a shelter anywhere within Massachusetts.

While you are in the hotel/motel, you **MUST** follow these rules:

1. **No Guests** -no one other than you and your eligible family members, as listed on your Emergency Assistance application, may be in your room at any time, except for hotel/motel staff or staff under contract with DHS.
2. **No Pets** -may be in your room at any time except for a certified service animal.
3. **Keep your room clean** -you must allow hotel/motel staff access to your room daily to clean the room and at any other time upon request.
4. You must pay all costs above the room charge for "extras." The hotel/motel will tell you what these costs are. Usually, this means that you must pay for phone calls made from your room, and for things like movie and video rentals.
5. You may not take or damage hotel/motel property. You must pay for any hotel/motel property missing from the room or any damage done by you or any member of your EA household. This means also that you may have to pay for extra cleaning if you leave your room very dirty.
6. You may not leave your children alone and unattended in the room or unsupervised on the property at any time, including the pool area, parking lots, lobby, breakfast areas, etc.
7. You must follow all rules of the hotel/motel.
8. You may not be physically or verbally abusive to staff or other guests.
9. You must keep appointments with the FOR Families Home Visitor.
10. You must take all of your belongings when you exit the hotel/motel. If you leave and do not take your belongings the Division will have the hotel/motel dispose of them.

(See other side)

Original to Case Record - Copy to EA Family

If you violate any of the rules listed on the front of this form during your stay in the hotel/motel, or you are expelled from the hotel/motel for violation of a reasonable rule, or if after you leave we find out that you violated any of these rules, the Department will treat the violation(s) as "noncompliance" under 106 CMR 309.040(E)(1)(f). If that happens, the Department will send you a notice of the noncompliance, explaining your rights. Two instances of noncompliance will result in termination of your EA shelter benefits.

If you are asked to leave the hotel/motel because there is good cause to believe that you or any member of your EA household is engaging in or has engaged in criminal activity(ies) that threaten the health, safety and/or security of yourself, others hotel/motel guests and/or the staff of the hotel/motel, your EA shelter benefits will be terminated.

The Department has special rules about shelter that are listed on the *Recipient Responsibilities While in a Temporary Emergency Shelter* (TESR-1) form. If you do not follow the rules, you may lose your right to EA shelter benefits.

Your refusal to sign this form will be treated as rejection of a shelter placement and will result in termination of the EA shelter benefits.

I (we) have read these rules and agree to follow them.

Applicant/Client's Signature

Date

Other Adult Household Member's Signature

Date

Homeless Coordinator's Signature

Date

(Staple the HM-NT to the TESR-1)