

APPENDIX H

Somerville Housing Authority Public Housing ADD-A-MEMBER POLICY

When a resident wishes to add a new household member to their lease the Somerville Authority will adhere to the following policy.

1. The SHA will process all requests to add new members to a lease in an expeditious manner.
2. A member of a household who has signed the lease may apply to add a new member to their lease by requesting an Add-A-Member Application from their Manager. This application must be fully completed and with proper documentation. One application for each person to be added 10 years of age or older. This must be returned to your Manager.
3. The Tenant Selection Department shall screen the person to be added as an applicant for public housing and shall determine him or her to be qualified or unqualified. A written notification of the decision will be mailed to the tenant.
 - A Criminal Offender Record Inquiry and a Sex Offender Record Inquiry will be conducted on all members to be added, 17 years of age and older.
 - A landlord reference, for the last five years, will be conducted of all members to be added, 18 years and older.
 - New household members must provide evidence of citizenship or eligible immigrant status in order to receive financial assistance. Assistance shall be prorated for households in which the new member does not claim eligible status, or where such status cannot be documented or verified. (Federal only)
4. Upon approval the Tenant and the Housing Authority shall sign a new lease naming the person to be added.
5. If the screening process goes beyond twenty-one (21) days, due to no fault of applicant, the Somerville Housing Authority at its discretion may extend the Add A Member stay beyond twenty-one (21) days. Such extension shall not be unreasonably denied.
6. The Somerville Housing Authority will not approve the addition of new household members if:

- (a) The new household member does not meet the criteria for admissions under this policy and Section I of the ACOP (for federal public housing) and the state regulations (for state public housing); or
 - (b) The addition of the new household member will cause overcrowding in violation of the State Sanitary Code, and the increase in family size is not the result of birth, changes in custody, adoption, marriage, marital reconciliation, return of the tenant's minor children or parents to the household.
- 7. In the event that one or more household members are added to a lease, and the unit size for the household increases, the Somerville Housing Authority shall approve an application to transfer the household to a larger unit of appropriate size upon availability, provided that; (1) there are and have been no serious violations of the lease within the past two years; (2) The Tenant is current in rent and maintenance charges and any other fees owed to the authority; and (3) the Tenant is not subject to eviction proceedings or to the terms of an agreement for judgment in a prior eviction proceeding. Where the tenant does not meet the requirements (1), (2), or (3) set forth above, the SHA shall consider mitigating circumstances when determining whether to approve a transfer request.
- 8. If the request to add the new member is denied, a household member who signed the lease may grieve the decision of the Somerville Housing Authority under the grievance procedure, and this shall be the sole remedy provided by the Somerville Housing Authority.