I, ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am related to Applicant(s) on the NHA waitlist namely, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_are my \_\_\_\_\_\_\_\_\_\_\_. I will abide by the regulation language contained within 760 CMR 4.04 as follows:

760 CMR Section 2 (e) ***Restrictions on Supervision by Family Members****. No LHA employee shall hold a position in which he or she directly or indirectly would supervise a member of his or her immediate family.*

760 CMR 4.04 Section 2 (g) ***Admission or Transfer of an LHA Board Member, Employee, or Family Member as a Tenant****. Whenever any LHA board member, any administrative or supervisory employee or any member of the immediate family of such a board member or employee seeks admission as a tenant or seeks admission as a participant in a program administered by the LHA or seeks a transfer to a different unit, all necessary information shall be forwarded to the Department, which shall make the decision on the requested admission or transfer in accordance with applicable procedures.*

As the application moves forward, and if they are housed at NHA, I agree to distance myself completely from their file and any work pertaining to housing that arises in the normal course of business at NHA. I will not perform any administrative tasks on their behalf, including correspond, processing the application, any typical application procedures.

If the applicants are eventually housed, I will not perform any tasks on their behalf, including lease-up, correspondence, work orders, annual or interim rent re-determination, reasonable accommodation, complaint and any other administrative task necessary during their occupancy.

I agree to honor this agreement by affixing my signature hereto.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

, Staff Date

This policy was approved by the Board of Commissioners for the Norton Housing Authority on **September 15, 2015**.

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James Dinsel, Chairman