

MEMORANDUM OF UNDERSTANDING

Between
[3rd Party Provider]

and

[Management Company – Property Name]

This is an agreement between [3rd party provider] hereinafter called Party A and [Management Company – Property Name] hereinafter called Party B.

WHEREAS, [3rd party provider] desires to provide Supportive Services to the residents of [Management Company – Property Name]

NOW, THEREFORE, [3rd party provider] and [Management Company – Property Name], in consideration of the mutual promises and undertakings herein contained, agree as follows:

I. BACKGROUND

[Brief background of Management Company]

[Brief background of 3rd party provider program]

II. [3RD PARTY PROVIDER] RESPONSIBILITIES

[3RD party provider] shall undertake the following activities:

- A. Provide a Service Coordinator for [number of hours] onsite
- B. The SC will provide general assistance and advocate on the behalf of all residents
- C. SC will set up and coordinate education, wellness, and social programs for all residents
- D. SC will interact and work with the Property Manager to establish daily communications regarding resident needs and issues.
- E. SC will develop relationships and partnerships with Community organizations
- F. SC will attend and participate in trainings as suggested and/or required
- G. SC will prepare and submit reports as required by Management Company and all governing bodies. All reports will be submitted in a timely manner in accordance with required specifications and filing deadlines

III. [MANAGEMENT COMPANY – PROPERTY NAME] RESPONSIBILITIES

[Management Company] shall undertake the following activities:

- A. A defined space where the resident's privacy can be honored when sensitive issues are discussed
- B. Furniture for the defined space, including but not limited to a desk, chair (for SC and resident), locked file cabinet
- C. Access to a printer with paper, ink/toner
- D. Access to a shredder
- E. A computer with internet access
- F. Basic office supplies such as pens, stapler, folders, tape, etc.

IV. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- A. **Terms of Agreement.** The Term of Agreement shall be one (1) year beginning on the Effective Date. Notwithstanding the foregoing, both parties may mutually agree to terminate this Agreement at any time; and either party may terminate this Agreement by giving written notice of termination to the other party at least ninety (90) days prior to the date of termination specified in such notice.
- B. **No Discrimination.** When carryout out this Agreement, each party agrees not to discriminate on the basis of religion, race, creed, and national or ethnic origin, sex, age, handicap, political affiliation, sexual orientation, disability, status as a veteran, Title IX of the Education Amendments of 1972, and other applicable laws.
- C. **Applicable Law.** The laws of Pennsylvania shall govern this Agreement. By entering into this Agreement, the parties specifically intend to comply with all applicable laws, rules, and regulations as they may be amended from time to time. In the event that any part of this Agreement is determined to violate federal, state, or local laws, rules, or regulations, the parties agree to negotiate in good faith revisions to the provision or terms as **required to bring the entire Agreement into compliance.**
- D. **Compensation.** [Management Company] will pay [3rd party provider] (\$ amount) per month for the term of the Agreement for services. The cost of this service will be billed to the [Management Company] by the 15th of the month following the month of service. The amount of compensation will be inclusive in covering all payroll costs of personnel, supervision of personnel, travel, professional development education, conferences, and resident activities.

V. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of authorized officials from Part A and Party B. It shall be in force from (Date to be finalized with Lease-up) to (Date to be finalized with Lease-up). Parties A and B indicate agreement with this MOU by their signatures below.

Party A

Party B

By: _____

By: _____

Title: _____

Title: _____

Signed: _____

Signed: _____

Date: _____

Date: _____

NOTE: Signatures above signify only intent to enter into a Memorandum of Understanding (MOU) and is subject to further edits and legal review.