



## EXECUTIVE OFFICE OF ELDER AFFAIRS

Assisted Living Certification Unit  
[www.mass.gov/elder](http://www.mass.gov/elder)

### MEMORANDUM

To: Assisted Living Residence Providers  
From: Assisted Living Certification and Compliance Unit  
Date: December 20, 2018  
RE: **Residency Agreement Cover Sheet**

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In accordance with a 651CMR 12.08(4), effective January 1, 2019 all Residency Agreements between the Assisted Living Residence (ALR) and a resident will be required to include a signed and initialed copy of the attached coversheet. The purpose of implementing the use of the form is to make known the elements of Residency Agreements that are most often overlooked when moving into an Assisted Living Residence (ALR). By highlighting those specific areas with the consumer prior to signing a Residency Agreement, it is expected that the number of misunderstandings associated with services and costs will be reduced.

Requirements to comply with the disclosure requirement include the following:

- The Resident or Legal Representative should acknowledge their review of the information listed by initialing each of the three section headers and checking each statement within
- The Resident or Legal Representative and the ALR witness must sign and date the form after it's been reviewed and all inquiries have been clarified.
- A signed copy of the form must be maintained in the Resident Record with a copy provided to the Resident or Legal Representative.