



### **We Provide Homes for The Homeless**

Ascend Shared Housing is dedicated to providing a conducive Housing Solution and Neighborhood to men and women who are homeless and or have an addiction. We are building a better community.

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Director

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### **House Rules**

LANDLORD TENANT RULES DO NOT APPLY TO TEMPORARY HOUSING

#### **Welcome to Ascend Shared Housing.**

We have these rules because they are consistent with community placement practices. Please review carefully, as you will be expected to comply. Persons who are not on community placement are expected to comply.

#### **HOUSING ROOM CHARGES - FINANCIAL DISCLOSURE**

1. Room charges must be paid on the first of the month. If you are late on your room fee, you will be charged a late fee of \$100.
2. You are responsible for making sure that your room fee is paid on time, even if it is paid by another organization. You will have to call the organization as frequently as needed to obtain payment.
3. If you do not communicate with us about paying your room charge and you are consistently late on paying your room charge, you will be given a 72-hour notice to PAY or VACATE. IT IS YOUR RESPONSIBILITY TO ARRANGE PAYMENT OF YOUR ROOM FEES.
4. You will be expected to pay a \$250.00 supplies fee prior to entry. This fee is non-refundable.
5. We do not accept cash or personal checks. We will accept the cashier's check or money orders. Receipts are provided via email. We will give you a summary of any money that you have paid to us within 48 hours of request.
6. POLICY ON REFUNDS: If you break the rules and are asked to leave, THERE IS NO REFUND. If you are put in jail by your Department of Corrections (DOC) officer, we may not hold your room. You do not get room credit while you are incarcerated. Discussion will be held with your Community Corrections Officer and counselors to determine the best housing option for you.
7. We will prorate your last month's room fee as long as we have been given a SPECIFIC date of end-of-residency before the 15th of the PREVIOUS MONTH.

8. POLICY ON FINANCIAL INVOLVEMENT OF STAFF: Anyone associated with Ascend Shared Housing is prohibited from handling your finances. We will provide referrals to banks and financial education, but Ascend Shared Housing WILL NOT offer these services.

9. Honesty and integrity are expected at all times. Our highest values are tranquility, cooperation, and a feeling of personal safety. Threats of violence or obstruction of the DOC WILL RESULT INTERMINATION. No discussion about other residents' background and warrants with non-residents.

## **KEY PRINCIPLES**

### **POLICY: NO DRUG USE OR ALCOHOL USE – MARIJUANA IS NOT ALLOWED**

- This is a Clean & Sober house, and you MUST be clean and sober at all times otherwise immediate eviction WILL result.
- We WILL evict you if you give drugs, alcohol, or marijuana to another resident.
- You will have a baseline UA when you arrive. Random UA's are required.
- The house manager or any resident may request a random UA.
- Failure to comply with a UA is cause for eviction and is considered "dirty". Upon a failed UA you are required to report to DRC or UA/BA immediately during operating hours and submit testing at your own expense.
- If you supply or give drugs to any resident or are caught dealing drugs on or off property, you WILL be asked to leave within 15 minutes and may get your belongings within THREE DAYS.
- If you use drugs, you must self-report immediately to Ascend Shared Housing Management and report to the DOC when applicable. You will be asked to sign a HIPAA release form upon admission so that we and our designee may discuss drug testing results with the CCOs and drug counselors.
- There is NO EXPECTATION of privacy. Rooms may be searched for drugs or contraband at any time.
- You are not allowed to ask other residents to execute paperwork for the courts or any other group.
- You are expected to obtain a sponsor if you are in NA/AA programs.
- You are expected to work together with the people in the houses on your sobriety.

No alcohol or illegal drug use. No marijuana or using prescription drugs that do not belong to you.

## **LIVING at an Ascend Shared Housing**

1. Support meetings are required WEEKLY. AA/NA, Counseling, or Substance Abuse Classes are acceptable. You will be required to provide a signature sheet to management. We have a weekly house meeting that is mandatory for all the members of the house.

2. NO CALL NO SHOW for 48 hours will result in termination. Contact a manager if you plan on being gone longer than 48 hours with approval.

a NOTE: When applicable, DOC officers, not house managers, are the only ones that can give permission to spend the night somewhere else.

b We will call your Community Corrections Officer if you are reported missing at night. We enforce the curfew unless you have a check out slip from work.

3. PRESCRIPTION MEDICATIONS: No cough syrup unless it is prescribed. All prescribed medication must be kept in the locker provided. A copy of all prescriptions must be provided.

4. Immediately clean up any area after use (Kitchen, Bathroom, and Common area). It is expected that you will thoroughly clean the bathroom after your use.

## 5. BEDROOMS

a Bedrooms MUST be cleaned and organized regularly. Beds MUST be made daily.

b No dirty dishes in the bedrooms. Anything that can attract rodents or insects MUST BE REMOVED IMMEDIATELY, CLEANED, and PUT AWAY.

c Clean YOUR PERSONAL CLUTTER every day.

d You are NOT allowed to remove any furniture or an open bed out of your room. You are not allowed to use the spare bed, dresser, or closet to sleep, eat, or hold your belongings. You may not change your room or house without written permission from the house owners.

6. CHORES: Chores will be assigned weekly. The chore list is in the kitchen.

a If you cannot do your chores, you need to make arrangements with another resident to cover it for you.

b The house must be deep cleaned every week. Chores will include thorough cleanup of common areas (kitchens, bathrooms, living room). Each resident is responsible for cleaning up after themselves and participating in communal chores as necessary.

c A \$100 per month cleaning fee will be charged if you are not cooperating with expected cleaning procedures.

7. PRIVACY: Since some residents are on Community Placement, the Department of Corrections will have full access to the premises. You must respond to any questions from DOC, whether you are on community placement or not. Telephone, in-person, or written DOC requests will be answered by any resident with honesty and integrity.

8. Due to the fact that residents are in transition for various reasons, we will neither confirm nor deny that they live here.

a If a situation arises, "I'm sorry, I cannot answer any questions right now. If I can get your information, someone will be in touch."

b Call a manager IMMEDIATELY and update them on the conversation

9. No pets or service animals. Please do not ask.

10. If you borrow and loan items then it is at your own risk. Handle it like responsible adults. Managers will not get involved.

11. Residents are responsible for their own security and the security of their possessions. Residents storing personal belongings in common areas store them at their own risk.

12. CARS: If you own a vehicle, it must be functioning and not in disrepair (leaking oil, smoking). You must also have proof of license, insurance, and registration. Parking is on a first come first serve basis. There is no assigned parking. If you damage someone's car, it is your responsibility. We do not get involved.

13. SMOKING: Smoking or vaping is outside. Outside is defined as NO LONGER HAVING WALLS OR COVER. That means MOVE AWAY FROM THE DOORS, WINDOWS, AND GARAGE. Clean up your smoking materials. No smoking or vaping inside the house or the garage.

14. Stealing is cause for termination. Taking anything that does not belong to you is considered stealing, including FOOD. Bringing stolen goods into the house is stealing. Taking someone's medication is stealing. IF IT'S NOT YOURS, DON'T TOUCH IT, EVER, FOR ANY REASON.

15. If you receive 2 negative reports, you will meet with the House Manager and the owners to ascertain if the house is a good fit for you.

16. All incoming residents will be disease free, lice free, and bedbug free. If you bring an infestation into the house, you are responsible for the cost of fumigation.

17. The house computer and printer are to remain in the common area.

18. All beds must always have a mattress protector. Please obtain one from the house manager.

19. Guests are NOT allowed, EVER. NO overnight guests are allowed under any conditions. NO persons under the age of 18 allowed anywhere on the property at any time, unless discussed with the managers and CPS has approved.

20. UTILITIES and GARBAGE: Energy conservation is everyone's responsibility.

Garbage must go out on \_\_\_\_\_. It is up to everyone to make sure the cans are outside.

21. PROPERTY STORAGE: Upon vacancy, AWOL status, arrest, or eviction, any personal property left more than 30 days will be considered abandoned and will be donated or disposed of. Please make arrangements to have someone collect your items if you cannot do so.

22. By signing this agreement, you understand that breaching the safety of the house, or eviction will lead to a change in door codes. If you give your code to someone else, or let someone in on your code, that is grounds for termination. DOC has automatic entry into the houses and has door codes.

23. We are partnered with many external agencies who want to help you. We will make recommendations for outside counseling, support, schooling and employment. We believe that living at Ascend Shared Housing is an opportunity to expand and heal. We will do everything we can to facilitate these goals. 24. Curfew is midnight on Friday and Saturday night. Curfew is 11 PM Sunday through Thursday night. No exceptions unless approved by the House Manager. You may be asked to provide a work schedule to the house manager.

25. If you intentionally damage the house, you will pay for the damage. If no one self-reports, then the whole house will pay for the damage.

26. NEW RESIDENTS: We will ask you if you know the applicants for your house. We will trust your recommendations about people you know well. We are houses where teamwork and cooperation are expected. We will not knowingly bring someone into the house that has harmed you in prison or in another venue.

#### **INVOLUNTARY TERMINATION OF RESIDENCY**

Involuntary termination of residence shall include, but is not limited to:

- \_\_\_\_\_ Use or possession of alcohol, drugs, drug paraphernalia, guns, knives, other weapons.
- \_\_\_\_\_ Dealing drugs on or off the property.
- \_\_\_\_\_ Abuse of over the counter or prescription medications.
- \_\_\_\_\_ Possession of stolen goods or any theft.
- \_\_\_\_\_ No guests allowed without written consent.
- \_\_\_\_\_ Physical violence or threats of any kind. This includes anyone you let in the house.
- \_\_\_\_\_ Consistent violation of curfew.
- \_\_\_\_\_ Violation of house rules.
- \_\_\_\_\_ Having a messy room or food in your room 3 times.
- \_\_\_\_\_ Stuffing anything down the toilet except toilet paper.
- \_\_\_\_\_ Damaging the house intentionally.

## CLIENT TERMS AND CONDITIONS

\_\_\_\_\_ I understand that this recovery house is in compliance with the Anti-Drug Act of 1988 Public Law#100-690 which exempts this house from the Landlord Tenant Act.

\_\_\_\_\_ I agree to comply with the house rules and expectations at all times.

\_\_\_\_\_ I understand that I must comply with the Department of Corrections and/or mental health counselor.

\_\_\_\_\_ I understand that cooperation, kindness, and respect are key values and will do my best to support the people in the house.

\_\_\_\_\_ I understand that if I have a conflict within the house, management and the house leader will aid in finding a resolution, since this is a TEAM environment and cooperation is essential.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager \_\_\_\_\_

Ascend Shared Housing

## RESIDENTIAL APPLICATION

Residential Consent Form Application- Please read carefully

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

County: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

When Do You Need Housing Date: \_\_\_\_\_

Type Name: \_\_\_\_\_

Sign: \_\_\_\_\_ date: \_\_\_\_\_

By signing you agree that all information is accurate and correct to the best of your knowledge and consent to being contacted by Ascend Shared Housing.