

Phoenix House Project Recovery Residences



Entry Date: _____

Resident Agreement:

Full Name (First, Middle, Last): _____

Present Address: _____

Previous Address: _____

State of Birth: _____

Date of Birth: _____ Social Security #: _____

ID/ Driver's License (#/State): _____

___ Verified Initials (House Manager/ Program Director)

Client Cell Phone: _____

List Family Member(s): _____

List Family Member(s) Contact #: _____

List your Present Employer: _____

Employer Address: _____

Employer Supervisor/ Contact Person: _____

Emergency Contact/ Relationship: _____ Contact Phone: _____

Have you ever been convicted of a crime? ___ Yes ___ No (If Yes, Please explain below)

Are you presently in the legal system? ___ Yes ___ No (If Yes, Please explain below)

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List any (current) Parole or Probation Officers and contact numbers:

Are you addicted to drugs and/or alcohol? ____ Yes ____ No (If Yes, please explain below)

Drug of choice: _____

Are you taking any prescription medications? ____ Yes ____ No (If Yes, Please list all medications below and reason)

ALL MEDICATIONS ARE TO BE KEPT SECURED IN A LOCKED SAFE/BOX. RESIDENTS ARE INDIVIDUALLY RESPONSIBLE FOR THE PROVISION OF HIS/HER OWN SAFE/BOX.

Have you ever been in a Recovery House, Halfway House or similar facility? ____ Yes ____ No (If Yes, explain when/where)

Do you have a Sponsor? ____ Yes ____ No (If Yes, Sponsor's Name/#): _____

Please read and initial to indicate your understanding and agreement:

___ The Phoenix House Inc. requires a \$170.00 non-refundable administrative entry fee in addition to first weeks rent for a total of \$340.00.

Rent is 170.00 per week. Rooms are rented by the week only. Residents—specifically those in arrears—can make daily monetary payments in any sum/amount that is agreed upon between client and Chris Maike. To make a payment, see Chris Maike or house manager to ensure receipt is provided. Each pay week begins on Friday and ends on Thursday. A rent arrearage WILL result in eviction. **Provided a client departs sober and in good standing (i.e., pack and carries his/ her own belongings the day he/ she departs, washes and places linen back on his/her bed, cleans his/her respective living area, does not return to the premises without**

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permission, etc.) he/ she is likely to receive a refund of any overpayment; anything less will result in a pro-rated refund or no refund at all. All refunds are given at the discretion of Phoenix House Project. Departing clients are allowed at least (30) days for processing of any refund. If the client is positive for any substances that are strictly prohibited OR states that they are using OR is caught using any substances they WILL NOT get any refund.

___ I realize that the Phoenix House recovery residence for which I am applying for residency requires complete abstinence from Drugs and/or Alcohol. Any use of Drugs and/or Alcohol is strictly prohibited and will result in immediate eviction from our residence(s). Disruptive and/or Discourteous behavior within our residence(s) or community will not be tolerated and can/will result in eviction from our residence(s). Finally, a client's inability to maintain employment and pay his/her rent in a timely manner can/will result in eviction from our residence(s). **By initialing/signing, I acknowledge agreement to the terms stated, and hereby waive my right(s) to normal due process afforded by local landlord-tenant laws.**

___ I have read all the material on this application, and answered each question honestly. I have a **sincere desire** to live **Clean and/or Sober**, and achieve comfortable recovery from alcoholism and/or drug addiction without relapse. Any questions I may have had were answered to my satisfaction.

Signature: _____ Date: _____

Witness: _____

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Tenant Release Agreement

The following terms and agreement are to be read and fully understood by the undersigned tenant of the *Phoenix House Project*.

1. Phoenix House Project is providing the undersigned tenant, _____, a place to reside in their recovery residence located at _____ in return for a contracted rental fee.
2. The undersigned understands that they shall live in the facility under the agreed upon contractual terms and rules as provided and explained, and may terminate their residence at any time.
3. The Phoenix House Project is providing a recovery residence only and does not provide counseling, nor restrict the undersigned from making their own personal choices as long as they do not violate facility rules as outlined in their contract for residence.
4. Phoenix House Project will provide a housing facility in normal condition, and shall not be held liable by the undersigned for any injury or loss to the tenant, or their belongings. The undersigned, by and through their signature, acknowledges that they are responsible for any injury or accident and will forever hold harmless Phoenix House Project.
5. The undersigned understands that Phoenix House Project carries only insurance to cover the dwelling and business assets located in the dwelling.
6. The undersigned will immediately notify Chris Maike in writing, of any incident resulting in injury or loss. This will include a full accounting of the incident details.

Signed and dated this _____ day of _____, 20_____.

FOR RESIDENT: _____

Print

Name: _____

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General House Rules/ Requirements/Guidelines:

You are in a Recovery Residence/ Environment. Your success and continuance in this program/ environment is dependent upon your consistent good behavior and cooperation. **Disruptive and/or Discourteous behavior will not be tolerated. Any contact with Illegal Drugs and/or Alcohol and/or violation of any of the following Rules & Guidelines can/ will result in eviction. Your initials and signature indicate your understanding and agreement. When in doubt...ASK!**

___ Consumption or possession of beverage alcohol in any form is strictly prohibited.

___ Use or possession of illegal drugs and/or controlled substances in any form is strictly prohibited.

___ Use and/or possession of drugs and/or alcohol **will** result in immediate eviction. If evicted for drugs and/or alcohol the resident agrees to leave the premises immediately and not return for any reason whatsoever, without permission from Chris Maike or Amanda Maike.

___ Lying, Cheating & Stealing are strictly prohibited. Anyone found guilty will be evicted immediately.

___ **IMPORTANT: Residents are required to submit to a Drug and Alcohol Screen/ Test at any time (24/7) it is requested. A refusal and/ or failure to provide an adequate sample will be treated the same as a positive test result. Any attempt to Cheat/ circumvent the test will result in fine/ eviction.**

___ Daily attendance at "12 step" meetings are required. The minimum attendance requirement is (5) times per week. Acceptable meeting attendance is seated/ present prior to the Serenity Prayer, present for all readings as well as the meeting itself up until and after the Lord's Prayer is concluded. **ARRIVE EARLY; STAY LATE! MEN WITH MEN AND WOMEN WITH WOMEN.**

___ Residents are required to maintain a Home Group.

___ Residents are required to maintain a working and healthy relationship with a Sponsor.

___ Residents are required to maintain employment. If at any time a client becomes unemployed and is capable of working, he/ she must actively seek employment from 8:00am-5:00pm Monday through Friday, and is not permitted at the house during this

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time. A resident's employment is prohibited from interfering with their adherence to any of the other terms of this agreement.

___ Behavior considered to be a "Conflict of Interest" (i.e., Sponsorship, Employment, Dating, etc.) between Residents is strictly prohibited. **NO DATING OR VISITATION BETWEEN RESIDENTS/ HOMES OF PHOENIX RECOVERY WITHOUT PERMISSION.**

___ Smoking inside any residence is strictly prohibited.

___ Phoenix House is NOT (at any time) responsible for a resident's personal item's/ belongings and are to pack and carry their item's/ belongings when they depart. If for any reason this does not occur, the Resident may contact the House Manager of Phoenix Houses regarding the retrieval/ disposition of their personal item's/ belongings. Phoenix House will not store personal belongings for more than seventy-two (72) hours.

___ Disruptive/ Discourteous behavior will not be tolerated and can/ will result in eviction.

___ Overnight guests are strictly prohibited.

___ Guests are not permitted at the house beyond curfew and are only permitted in the common areas.

___ Guests cannot be under the influence or in possession of drugs and/or alcohol.

___ New Resident curfew is 11pm every night unless they come in testing positive. In this case curfew is 9pm until resident can test negative. All others must be in by 11pm Sunday through Thursday and 1am Friday and Saturday. Residents must adhere to more strict curfews when required (i.e., Parole, Probation, etc.). Failure to return to the house on time can/will result in eviction.

___ House quiet time is **10pm to 5am**. Any activity (i.e., lights, tv, telephone, etc.) that disturb another resident's ability to sleep/rest is prohibited.

___ Evicted residents are required to leave the premises immediately and not return under any circumstances. Residents are discouraged from maintaining relationships with those evicted.

___ Overnight/ Weekend passes are to be submitted to the House Manager a minimum of 24 hours in advance.

___ House Business Meetings are held weekly on Sunday mornings by Chris Maike and Amanda Maike and are mandatory for every client.

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- ___ Rent is paid in full every Friday night at 6:30pm.
- ___ Residents are not permitted in any bedroom other than their own without permission from another resident.
- ___ Thermostat is to be adjusted by house manager only.
- ___ Washer and Dryer; be courteous. Clean dryer lint screen before and after every use and do not leave clothes unattended in washer/ dryer.
- ___ Chores are required to be completed twice per week. The house manager is responsible for chore assignment and completion. Failure to complete the assigned chore can/ will result in curfew/ eviction.
- ___ A good general clean-up of all areas inside & outside the home is required at all times.
- ___ Beds are required to be made upon awakening. Respective areas are to be kept neat, clean and picked up at all times. NO SLOBS.
- ___ Turn off lights/ radios/ tv etc. when not in use.
- ___ Residents are required at all time to wear appropriate dress in common areas.
- ___ Sleeping in common area is prohibited.
- ___ Kitchen—Appliances, counter-tops, utensils, dishes, pots, and pans, etc. will be cleaned and returned to their respective place (immediately) after use.
- ___ Refrigerator-- Mark food/ leftovers with Name/ Date when initially placed in the refrigerator.
- ___ Phoenix House residents are not permitted on any other property within the community without permission from the owner of the property. Residents must be accompanied by the property owner.
- ___ There are absolutely no controlled substances allowed under any circumstances on the property of Phoenix House Project at **ANY** time.
- ___ Phoenix House reserves the right to count and oversee all medications.
- ___ Be accountable/ responsible and communicate! Accountability, Communication eliminates need for excuses with House Manager.

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Signature: _____ Date: _____, 20__.

Witness: _____

New Resident Status

Resident's Name: _____

Every "new resident" entering the Phoenix House and those residents that violate the conditions of their agreement with Phoenix House are placed on "new resident" status. The Phoenix House requires strict adherence to these conditions and all Rules & Guidelines. While on "new resident" status, you must:

Every resident needs to Complete 90 meetings in 90 days.

New resident privileges will be given in 30 day intervals.

This means:

--Each resident is responsible for having the chairperson of their daily meeting to sign their meeting list.

--Upon completing 30 meetings in 30 days (and presenting your meeting list to either the house manager or Chris Maike); the 11:00 pm curfew on weekends will be moved to 1:00 AM.

--Upon completing 60 meetings in 60 days, one overnight will be permitted per week upon presenting your meeting sheet to the house manager and/or Chris Maike.

--Upon completing 90 meetings in 90 days, two overnights (non consecutive) will be permitted per week upon presenting your meeting sheet to the house manager and/ or Chris Maike.

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NO EXCEPTIONS ARE PERMITTED!

- Attend any 12-step fellowship meeting daily & get a meeting sheet signed.
- Have a Sponsor (Residents are required to maintain a working relationship with a Sponsor.
- Have attended and participated in a home group.
- Have and fulfill a service commitment
- Be employed and/or have satisfied all financial obligations.
- Satisfy all conditions of your agreement with Phoenix House. (A client will remain on new client status until all conditions of his/ her agreement with Phoenix House are met/ satisfied. If at any time a client violates the conditions of his/her agreement with Phoenix House, he/she will automatically be placed on "new resident" status.

Note: You are encouraged to become thoroughly familiar with all Rules & Guidelines and the conditions of your agreement with Phoenix House. Ignorance is not an excuse!

Client Signature: _____ Date: _____ . 20____

Witness: _____

Drug Screen/ Test

I _____, understand that I can be tested for Drugs and/or Alcohol at any time, for any reason, per my agreement with Phoenix House Project. I am aware and have full knowledge that the person(s) administering the test(s) are my peers and not medical personnel. I am also aware that if I test positive, refuse compliance or attempt to cheat/ circumvent the test in anyway, I **WILL** be evicted from the Phoenix House Project program and required to leave the premises immediately. I understand I have 30 minutes from the point of being asked to comply with a drug screen test. My signature below indicates my understanding and consent to these terms.

Signature: _____ Date: _____

Witness: _____

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Witness: _____