

!

---

# 12 N 12 SOBER LIVING

**Entry Date** \_\_\_\_\_

---

## Client Agreement:

Full Name (First,Middle,Last) : \_\_\_\_\_

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

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

Home of Record: \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

**ID/Driver's License (#/State):** \_\_\_\_\_

**\_\_\_\_ Verified Initials (House Manager/Program Director)**

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)

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

!

---

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) Sobriety/Clean Date: \_\_\_\_\_

Have you ever been in a Treatment Facility? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, Please explain below)

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. CLIENTS 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 **12 N 12 Sober Living** program requires a **Security Deposit equal to a week's occupancy fee.**

\_\_\_\_\_ Rent is \$ \_\_\_\_\_ weekly depending on a double room or private room. Rooms are rented by the week/month only. Clients—specifically those in arrears—can make daily monetary payments in any sum/amount. To make a payment, see house manager and ensure receipt is provided. Each week begins on Sunday and ends on Saturday. A rent arrearage can/will result in eviction. **Provided a client departs sober and in good standing (i.e., packs 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 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 12 N 12 Sober Living. Departing clients must allow at least (14) days for the processing of any refund.**

\_\_\_\_\_ I realize that the **12 N 12 Sober Living** program for which I am applying for residency requires complete abstinence from Drugs and/or Alcohol. Any use of Drugs and/or Alcohol and use of any Suboxone or related opioids 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-client laws.**

!

---

12 N 12  
SOBER LIVING

\_\_\_\_ 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: \_\_\_\_\_

---

## Client Release Agreement

The following terms and agreement are to be read and fully understood by the undersigned client of the 12 N 12, LLC program.

1. 12 N 12 Sober Living is providing the undersigned client, \_\_\_\_\_, a place to reside in their sober living facility located at \_\_\_\_\_ in return for a contracted 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. 12 N 12 Sober Living is providing a sober living facility only and does not provide any 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. 12 N 12 Sober Living will provide a housing facility in normal condition, and shall not be held liable by the undersigned for any injury or loss to the client, 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 12 N 12 Sober Living unless said provider is negligent in the cause of the loss.
5. The undersigned understands that 12 N 12 Sober Living carries only insurance to cover the dwelling and business assets located in the dwelling.
6. The undersigned will immediately notify 12 N 12 Sober Living, 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 CLIENT: \_\_\_\_\_

Print Name \_\_\_\_\_

12 N 12 Sober Living: \_\_\_\_\_

Doug Macari, Founder & CEO

---

## General House Rules/Requirements/Guidelines:

You are in a Sober Living Program/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 in any form is strictly prohibited. Including Suboxone or any related Opioids

\_\_\_\_\_ Use and/or possession of drugs and/or alcohol will result in immediate eviction. If evicted for drugs and/or alcohol the client agrees to leave the premises immediately and not return for any reason whatsoever, without permission from the House Manager and/or 12 N 12 Sober Living.

\_\_\_\_\_ Lying, Cheating & Stealing are strictly prohibited. If caught, you will be fined and/or evicted.

\_\_\_\_\_ Clients 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 test will result in a fine/eviction.

\_\_\_\_\_ Daily attendance at "12 Step" meetings is strongly encouraged/recommended; the minimum daily attendance requirement is (3) 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, WOMEN WITH WOMEN!

\_\_\_\_\_ Clients are required to maintain a Home Group.

\_\_\_\_\_ Clients are required to maintain a working relationship with a Sponsor. It is recommended that each Client be on track to take all "12 Steps" within 6 – 9 months from date of arrival at 12 N 12 Sober Living.

\_\_\_\_\_ Clients are required to maintain employment. If at any time a client is/becomes unemployed and is capable of working (not injured or sick), he/she must actively seek employment from 8:00 am - 5:00 pm Monday through Friday, and is not permitted at the house during this time. A client'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 Clients is strictly prohibited. NO DATING OR VISITATION BETWEEN CLIENTS/HOMES OF 12 N 12 SOBER LIVING WITHOUT PERMISSION from Mr. Macari.

\_\_\_\_\_ Smoking inside any 12 N 12 Sober Living home is strictly prohibited.

\_\_\_\_\_ 12 N 12 Sober Living is NOT (at any time) responsible for a client's personal item's/belonging(s). Clients are responsible for the security and safekeeping of their own personal item's/belongings and are to pack and carry their items/belongings when they depart. If for any reason this does not occur, the Client may contact

---

the House Manager or 12 N 12 Sober Living regarding the retrieval/disposition of their personal items/belongings. 12 N 12 Sober Living 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. They will be asked to leave and not allowed to return under any circumstance
- \_\_\_\_\_ New Client curfew is 8:00pm every night. All others must be in by 12:00 am Sunday through Thursday and 1:00 am Friday and Saturday. Clients 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 10:00pm to 5:00am. Any activity (i.e., Lights, TV, Telephone conversations, etc.) that disturb another clients ability to sleep/rest is prohibited.
- \_\_\_\_\_ Evicted Clients are required to leave the premises immediately and not return under any circumstances.
- \_\_\_\_\_ Clients of 12 N 12 Sober Living are discouraged from maintaining relationships with those evicted from the 12 N 12 Sober Living program.
- \_\_\_\_\_ House Business Meetings are held weekly at date/time determined by House Manager/12 N 12 Sober Living and are mandatory for every client. An unexcused absence from any House Business Meeting can/will result in a fine, or eviction.
- \_\_\_\_\_ Overnight/Weekend Passes are to be submitted to the House Manager a minimum of (1) week in advance. Authorization will be granted at the discretion of House Manager and 12 N 12 Sober Living.
- \_\_\_\_\_ Clients are not permitted in any bedroom other than their own without permission from the client(s) residing in that room; they must also be accompanied by the permitting client.
- \_\_\_\_\_ Thermostat is to be adjusted by the House Manager only.
- \_\_\_\_\_ Washer & Dryer -- Be courteous. Clean dryer lint screen before and after every use and do not leave clothes unattended in the washer/dryer.
- \_\_\_\_\_ Chores are required to be completed daily. The House Manager is responsible for chore assignment and completion. Failure to complete assigned chore can/will result in fine/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; YOU **CAN/WILL** BE FINED!
  - \_\_\_\_\_ Turn off lights, TV's, Radio's, Fans, etc., when not in use. Exterior doors are required to be locked when entering/exiting; no exceptions!
  - \_\_\_\_\_ Clients are required—at all times—to wear appropriate dress in common areas. (IE: shirts and pants)
  - \_\_\_\_\_ Sleeping in common areas is prohibited.
  - \_\_\_\_\_ Kitchen—Appliances, Counter-tops, Utensils, Dishes, Pots, Pans, etc. will be cleaned and returned to their respective place (immediately) after each use.
  - \_\_\_\_\_ Refrigerator—Mark food/leftovers with Name/Date when initially placed in the refrigerator.
  - \_\_\_\_\_ Improper use of any medications will result in immediate eviction
  - \_\_\_\_\_ Be Accountable/Responsible, Mindful and Communicate! Accountability, Communication eliminates need for excuses with House Manager
  - \_\_\_\_\_ A violation of any one of the aforementioned Rules & Guidelines **can/will** result in a fine or eviction. Fines range from as little as \$10 to \$25.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20 \_\_\_\_\_.

Witness: \_\_\_\_\_

---

## New Client Status

Client's Name: \_\_\_\_\_

Every "new client" entering the *12 N 12 Sober Living* Program and those clients that violate the conditions of their agreement with *12 N 12 Sober Living* are placed on "new client" status. The *12 n 12 Sober Living* Program requires strict adherence to these conditions and all Rules & Guidelines. While on "new client" status, you must:

- **Attend an AA/NA meeting daily.**
- **Have a Sponsor (Clients are required to maintain a working relationship with a Sponsor. It is recommended that each Client be on track to take all "12 Steps" within 6 – 9 months from date of arrival at 12 N 12 Sober Living).**
- **Have, attend and participate in a Home Group.**
- **Have and fulfill a Service commitment.**
- **Adhere to an 8:00 pm curfew (If attendance at an 8:00pm "AA/NA" meeting is unavoidable, you may leave and return no later than 9:45pm).**
- **Be employed and/or have satisfied all financial obligations. (Any client in financial arrears is responsible to pay their rent per day.**
- **Satisfy all conditions of your agreement with *12 N 12 Sober Living*. (A client will remain on *new client* status until all conditions of his/her agreement with *12 N 12 Sober Living* are met/satisfied. If at any time a client violates the conditions of his/her agreement with *12 N 12 Sober Living*, he/she will automatically be placed on "new client" status.**

**Note: You are encouraged to become thoroughly familiar with all Rules & Guidelines and the conditions of your agreement with 12 N 12 Sober Living. 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 *12 N 12 Sober Living*. 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 any way, I **will** be evicted from the *12 N 12 Sober Living* program and required to leave the premises immediately. My signature below indicates my understanding and consent.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Witness \_\_\_\_\_