



### MONTHLY RENT

Due on the 1st. If unpaid and no written arrangement is approved, the housing license may terminate at 11:59 p.m. on the 10th day of the month.



### DEFERRED PAYMENTS

Zero-interest unsecured debt. Due on the exact date promised. Missed DPA payment may terminate the license at 11:59 p.m. on that due date.



### CREDIT = DPA

Credit means deferred payment debt, not forgiveness, financial aid, rent waiver, or a discount. Full balance remains due.



### ACT IMMEDIATELY

If you are past due, asking for credit, or already on a DPA, begin a Commitment to Correct (CTC) immediately. Do not wait to be asked.

1

#### CONTACT THE PROPERTY MANAGER

- Tell the PM what is past due, why payment was missed, when you can pay, and whether you are requesting credit/DPA modification.
- Do not wait until the 5th, the 10th, or after a deferred payment is missed.

2

#### PRACTICE CTC EVERY DAY

- Daily recovery meeting attendance and sponsor contact.
- Negative alcohol and drug testing.
- Clean room, closet, bathroom, kitchen, and shared space.
- Chores, curfew, quiet hours, and respectful community conduct.
- Financial amends: realistic written plan and follow-through.



#### RULES & RESPONSIBILITIES ADDENDUM REFERENCES

- Sec. 1 - Abstinence Requirement and testing.
- Sec. 3 - Curfew and Quiet Hours.
- Sec. 5 - Recovery Participation and Meaningful Activities.
- Sec. 6 - Hygiene and Facility Maintenance.



### SUBMIT YOUR DPA PACKET

Your request cannot be escalated to the Housing Director until the packet is complete.

1



**Payment plan** – dates, amounts, how current rent stays current, and how the past-due balance will be paid.

2



**Sponsor/parole officer call** – they must call the PM to vouch for reliability, recovery participation, and Step 9 financial amends (Sec 5).

3



**Meeting slip + productive activity** – daily meetings for the past week and 30 hours/week job search, work, school, or volunteering (Sec 5).

4



**Negative alcohol/drug tests** – verified testing for the past week (Sec 1).

5



**Two roommate statements + Housekeeping Coordinator statement** confirming cleanliness, daily chore completion, curfew, quiet hours, and respectful conduct. (Sec. 3, 5, 6)

6



**Photos** – state-issued ID, room, closet, bathroom, kitchen, and family room/shared living space (Sec 6).



#### EMAIL REQUIRED DOCUMENTS

Email the meeting slip, productive activity verification, housemate statements, state-issued ID photo and accountability photos to the house account and cc the Property Manager.

[2085G@welvida.com](mailto:2085G@welvida.com)

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### REVIEW AND DECISION

1

#### PROPERTY MANAGER REVIEW

- The PM reviews the packet and may recommend escalation only if it is complete and realistic.
- The PM does not approve credit, forgive debt, waive balances, or modify agreements.
- Incomplete packets may be declined for escalation.



2

#### HOUSING DIRECTOR REVIEW & MEMBER CALL

**YOU MUST INITIATE A CALL WITH THE HOUSING DIRECTOR.**

- After the PM escalates your complete packet, you must call the Housing Director to schedule a review.
- The Housing Director may approve, modify, or deny the DPA request in writing. Approval is not automatic.



#### IF DPA IS APPROVED

- You remain housed only if you sign and follow the agreement exactly.
- Stay current on new rent and continue CTC until the DPA is complete.
- Any missed payment or new violation may result in termination.



#### IF CREDIT IS DENIED

- Monthly rent:** license may terminate at 11:59 p.m. on the 10th day of the month.
- Deferred payment:** license may terminate at 11:59 p.m. on the DPA due date.
- Schedule a move-out walkthrough. You remain responsible for unpaid balances; pay within 45 days after termination to avoid collections or small claims court.



**SIMPLE RULE:** Communicate early. Submit a written plan. Provide proof of accountability. Follow CTC. Make financial amends.



SoberHomes can work with accountability.



SoberHomes cannot work with avoidance.