Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Client Agreement:**

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

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

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

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ID/Drivers License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

List Family member(s): Phone Number: Relationship:

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

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

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

**Emergency Contact: Phone Number: Relationship:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

Current Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Supervisor/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any current parole officers and their Contact numbers:

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

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

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

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

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

Are you addicted to drugs and/or alcohol? If yes, please explain:

 No:

Yes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been in a recovery or sober living facility? If yes, please explain:

 No:

Yes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you taking any prescription medications? If yes, please medications below:

 No:

Yes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

The ***Reincarnation Cottages Transitional Living*** program requires a **$250.00** **administrative entry fee**.

Program cost is **$160.00** weekly. 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 program cost arrearage can/will result in discharge from our residence(s). ***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 Reincarnation Cottages Transitional Living. Departing clients must allow at least (14) days for the processing of any refund.***

**I realize that the *Reincarnation Cottages Transitional Living* program 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 an immediate discharge from our residence(s). Disruptive and/or Discourteous behavior within our residence(s) or community will not be tolerated and can/will result in discharge from our residence(s). Finally, a client’s inability to maintain employment and pay his/her program cost in a timely manner can/will result in discharge 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.**

**Client Release Agreement**

The following terms and agreement are to be read and fully understood by the undersigned Client of the Reincarnation Cottages, program.

Reincarnation Cottages Transitional Living is providing the undersigned Client a place to recover from addiction in their sober living facility in return for a contracted rental fee.

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.

Reincarnation Cottages Transitional Living is providing a sober living facility only and does not provide any counseling, nor restrict the undersigned from making their own personal choices so long as they do not violate facility rules as outlined in their contract for residence.

Reincarnation Cottages Transitional 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 Reincarnation Cottages Transitional Living.

The undersigned understands that Reincarnation Cottages Transitional Living carries only insurance to cover the dwelling and business assets located in the dwelling.

The undersigned will immediately notify Reincarnation Cottages Transitional Living, in writing, of any incident resulting in injury or loss. This will include a full accounting of the incident details.

**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 discharge from our residence(s). 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 alcohol is strictly prohibited.
* Use and/or possession of drugs and/or alcohol ***WILL*** result in immediate discharge from our residence(s). If discharged 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 reincarnation cottages transitional living.
* Lying, cheating, and stealing, are strictly prohibited. If caught, you ***WILL*** be fined and/or discharged.
* Clients are required to submit to a drug and alcohol screen/test at any time it is requested, no matter the time of day. A refusal to or failure to provide an adequate sample will be treated the same as a positive test result. Any attempt to cheat or circumvent the test will result in a fine or discharge.
* Clients are required to maintain a home group.
* Clients are required to maintain employment. If at any time a client is, or becomes, unemployed and is physically able to work, he/she must actively seek employment from 8:00am – 5:00pm Monday through Friday and is not permitted at the house during this time.
* Behavior considered a “conflict of interest” (i.e., sponsorship, employment, dating, etc..) between clients is strictly prohibited.
* Smoking inside any Reincarnation Cottages transitional living home is strictly prohibited.
* Reincarnation Cottages Transitional 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 item’s/belongings when they depart. If for any reason this does not occur, the Client may contact the house manager or Reincarnation Cottages transitional living regarding the retrieval/disposition of their personal items/belongings. Reincarnation Cottages Transitional living will not store personal belongings for more than seventy two hours after the client has left.
* Disruptive/Discourteous behavior will not be tolerated and **can/will** result in discharge from our residence(s).
* Guests are not permitted at Reincarnation Cottages Transitional Living houses.
* Do not be late to your van for work. Be prepared to leave thirty minutes before your shift begins.
* Clients must be in by 9:00pm Sunday through Thursday, and 10:00pm Friday and Saturday. Clients must adhere to more strict curfews when required(i.e. parole, probation ect..) Failure to return to the house on time can/will result in discharge. These are all subject to work schedules.
* House quiet time is 10:00pm to 5:00am. Any activity(i.e. lights, tv, telephone conversations, ect..) that disturb another clients ability to sleep/rest is prohibited.
* Clients discharged from the program are required to leave the premises immediately and not return under any circumstances.
* Clients of Reincarnation Cottages Transitional Living are discouraged from maintaining relationships with those evicted from the Reincarnation Cottages Transitional Living program.
* House Business Meetings are held weekly at date/time determined by House Manager/Reincarnation Cottages Transitional Living and are mandatory for every client. An ***Unexcused Absence*** from any House Business Meeting can/will result in a fine, or discharge from our residence(s).
* 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 Reincarnation Cottages Transitional 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.
* The thermostat is to be set or 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/discharge from our residence(s).
* 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!
* 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.
* Reincarnation Cottages Transitional Living Clients are not permitted on any other property within the community without permission from the owner of the property. Additionally, the Reincarnation Cottages Transitional Living Client must be accompanied by the property owner.
* Controlled substances are not permitted within the program. This includes Doctors Prescriptions.
* Any Client caught using/possessing any prescribed Medication/controlled substance unknown to the House Manager or exceeding (1) days dosage of prescribed medication/controlled substances will be discharged from our residence(s)!
* Be Accountable/Responsible 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 discharge. Fines range from as little as $25.00, up to a full $250 (the equivalent of an entry/reentry fee).
* If an inspection is done, and your room is not satisfactorily cleaned:
* First offense: verbal warning.
* Second offense: written warning.
* Third offense: 25.00 dollar fine.
* Fourth offense: 50.00 dollar fine.
* Fifth offense: Removal from program.
* All clients are to find a sponsor within the first 30 days, and inform the program director of the name and phone number of the sponsor.

**New Client Status**

Every “new Client” entering the *Reincarnation Cottages Transitional Living* Program and those Clients that violate the conditions of their agreement with *Reincarnation Cottages Transitional Living* are placed on “new Client” status. The *Reincarnation Cottages Transitional Living* Program requires strict adherence to these conditions and all Rules & Guidelines. While on “new Client” status, you must:

**Attend a meeting, class, church, or volunteering event.**

**Have, attend and participate in a Home Group.**

**Have and fulfill a Service commitment.**

**Adhere to a 9:00 pm curfew (If attendance at an 8:00pm “AA/NA” meeting is desired, you may leave at 7:15 pm and return no later than 9:45pm and must attend with another *Reincarnation Cottages Transitional Living* Client).**

**Be employed and/or have satisfied all financial obligations. (Any Client in financial arrears is responsible to pay rent of $28.50 per day).**

**Satisfy all conditions of your agreement with *Reincarnation Cottages Transitional Living.* Note: You are encouraged to become thoroughly familiar with all Rules & Guidelines and the conditions of your agreement with Reincarnation Cottages Transitional Living. Ignorance is not an excuse!**

# 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 *Reincarnation Cottages Transitional 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 discharged from the *Reincarnation Cottages Transitional Living* program and required to leave the premises immediately. **My signature below indicates my understanding and consent to all terms and conditions presented in this document.**

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

 Signature Date