

Turner Retirement Homes

Resident Handbook

80 + Years of Ministry and Care

Providing a Caring Community for Christians in Retirement

🙥 TRH is a smoke-free facility 🙧

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**Agreements to be signed and returned located at the back of this booklet.**



5405 Boise St. SE PO Box 970 Turner, OR 97392

Phone: 503-743-2490 Fax: 503-743-2803 www.trhomes.org

Dear Retiree:

Thank you for your interest in Turner Retirement Homes. We have adopted an admissions policy that opens our facility to people who are liked minded spiritually, who are supportive of our philosophy, objectives, and standards. Our purpose is to serve retirees who desire to live in a distinctly Christian environment.

Before applying for residency, please read the Resident Handbook provided in this introductory packet. The Handbook will introduce you to many of TRH’s policies, procedures, and expectations of residents.

The first few pages of the Handbook explain our religious purpose, mission and beliefs. Turner Retirement Homes believes and practices a literal interpretation of the Word of God. If you do not agree with our religious mission and beliefs, becoming a resident would not be advisable.

Biblical principles are integrated into everything we do at Turner Retirement Homes. Our staff applies the truths of God’s Word to every aspect of life. If you are in agreement with the teachings of God’s Word, we look forward to the possibility of you being a resident.

In Christ’s Service,

Dr. Gary Taylor, Administrator



**Statement of Faith**

We believe in one God the Father Almighty, Creator of all things visible and invisible.

We believe in Jesus Christ, the only Son of God, the eternal Word, the one and only Savior.

Who was conceived by the Holy Spirit and born of the Virgin Mary, both fully human and fully divine: Who lived a sinless life; Who suffered and was crucified as a atonement for sin; Who rose again bodily from the dead on the third day; Who ascended into Heaven; and Who will return in victory to rule forever.

We believe in the Holy Spirit.

Who convicts of sin; Who indwells every Christian; Who helps us in our weakness and intercedes for us in prayer; and Who empowers us to a fruitful Christian life.

We believe in the Bible – God’s Holy Word.

We believe that the Bible is God’s Holy Word and is the only one and true book of Scripture.

We believe God inspired the original writings of the Scripture and those original writings were consequently without error.

We believe that the Bible is the final authority for all matters of faith, truth, morality, and Christian living.

We believe the Bible teaches that God is the Creator and sustainer of human life; that God creates each person in His image; and that life is therefore sacred, from conception to natural death.

We believe that God created each person as male or female; that these two distinct, complementary genders together reflect the “image of God” in humankind; and that each person’s biological gender is an intrinsic immutable aspect of his or her nature and identity.

We believe the Bible teaches that God established marriage in the beginning as a lifelong, exclusive relationship between one man and one woman; that He has reserved sexual intimacy as an expression of love and commitment between married couples; and that any intimate expression of sexuality outside of biblical marriage is sin.

We believe in the Gospel – the Good News of Salvation.

That man, created by God, willfully sinned against God and is consequently lost and without hope apart from Jesus Christ.

That salvation – the forgiveness of sins- is only by grace through the blood of Jesus Christ.

That one receives salvation by putting faith in Christ, repenting of sin, and confessing Christ, and that the Bible commands every believer in Christ to be baptized by immersion.

*The statement of faith does not exhaust the extent of our beliefs. For purposes of Turner Retirement Homes’ faith, doctrine, practice, policy, and discipline, our Trustees is Turner Retirement Homes’ final authority on the Bible’s meaning and application.*



**Office Hours/Staffing**

**Office Hours: Mailing Address:**

8:00 am – 4:30 pm Monday – Thursday Turner Retirement Homes

We close at 4:00 pm on Friday P.O. Box 970

Closed 12:30 pm – 1 pm daily for lunch Turner, OR 97392

and Closed on Major Holidays

**Telephone Numbers: Office Address:**

Office: 503-743-2490 5405 Boise St. SE

Care Station: 503-743-2826 Turner, OR 97392

Kitchen: 503-743-4253

**Website:** trhomes.org

Care Station: 503-743-2826

**Administration Office Plant Operations**

Administrator: Dr. Gary Taylor Plant Operations Supervisor: Dave Neff

Asst. Administrator: Kendra Flora General Maintenance Workers

Office Manager: Cindy Brammer Housekeepers

Activity Coordinator: Emily Fahndrich Night Security

**Resident Care Department Food Service Department**

Nurse Consultant: Jean LaurenovicsDietary Services Supervisor: Suzy Lindgren

Res. Care Coordinator: Misty Struble Cooks

Medication Aides Cook’s Helpers

Caregivers

There are approximately 42 full time and part-time staff.

 **Scheduled Activities All TRH Residents are Welcomed**

**Daily** (Sickafoose, the Activity Center, is open daily at 8:00 am for games, crafts, exercise, TV, etc.)

**Daily Mealtimes**

7:15 am – 8:30 am Breakfast

7:45 am Devotions in the Chapel (Tues. – Fri.)

Noon – 12:30 pm Dinner

5:00 pm – 5:30 pm Supper

**Sunday**

9:00 am Worship Service in the Chapel

10:30 am Worship Service at Turner Christian Church

**Monday**

10:00 am Joints in Motion – Stayton Pool

1:00 pm Book Club (2nd Monday of every month) in Conference Room

2:30 pm Wii Bowling in Sickafoose

**Tuesday**

10:00 am Stretch & Breathe in Sickafoose

2:30 pm Game time in Sickafoose (Check your calendar)

**Wednesday**

10:00 am Bible Study in Sickafoose

12:30 pm Knit & Sew (every other week/check your calendar)

2:30 pm Bingo

**Thursday**

9:45 am Wii Bowling in Sickafoose

12:45 pm Pinochle in Sickafoose

3:00 pm Exercise class in Sickafoose

**Friday**

9:15 am Bus into town for shopping (Destination varies by week.)

2:00 pm Senior/Therapy time – Stayton Pool

**Saturday**

10:00 am Exercise with video in Sickafoose Activity Center

**Scheduled Activities (cont.)**

A computer lab is available daily to all residents wishing to use it. You will find the computer lab off the dining room in the library.

We also have various special monthly activities and trips scheduled depending on the season. Please see your calendar for what is available for that month.

**Monthly/Bi-monthly**

🟆 Reimbursement day: Scheduled day to pay your rent on or near the 3rd of the month in the

Chapel from 9:00 am to 10:00 am. Refreshments are served during this time.

🟆 Birthday/Anniversary Party: Once a month in the Dining Hall. (Check your calendar for the

date)

* Joy Rides: This is a special time for the residents of the RCF to get out for a drive and stop for a special treat along the way. Please make sure to sign up if you would like to go.

🟆 Beauty Salon for RCF residents: Most Wednesdays. Call the care station for

scheduling.

🟆 Foot Clinic every other month. Check your calendar for dates and call the care station for

scheduling.

* RIM (Residential Information Meeting) Every month. Stay informed on what is going on in our TRH community. There is also a time for Q & A at the end of the meeting, so bring any questions and concerns you may have to discuss.

**Special Events**

TRH hosts special event mealtimes where all of TRH Residents are invited to join in. We have a Valentine Breakfast, Summer BBQ, and Thanksgiving and Christmas holiday meals. Independent Residents will need to RSVP by calling the kitchen or office to participate in these meals.

** General Residency Policy**

1. **General Policies and Fees**

* Turner Retirement Homes is a smoke-free community. No smoking is allowed.
* There is no alcohol allowed on the TRH grounds.
* Noise should be held to a minimum.
* Speed limits are 10 mph unless otherwise posted.
* We accept cash, personal checks, and money orders. We currently do not accept credit or debit cards for payments of any type. Electronic donations are available on our website.
* A one-time non-refundable application fee of $150 is required when you turn in your application.
* A non-refundable move-in fee of $750 is required upon moving into or transferring from one unit into another unit.
* One small pet is allowed for independent residents upon approval by administration with a one-time refundable $750 pet fee. (refundable after inspection when terminating residency).
* Applying for housing at TRH is a privilege. TRH was originally established for meeting the needs of retired pastors, missionaries and their spouses, and that purpose remains. The Administrator has the authorization to manage all TRH housing and placement of those requesting housing. Usually placement will be on a first come first served basis.
* All prices and fees are subject to change at the will of Turner Retirement Homes.

1. **Monthly Fees (Reimbursement Day)**

You will be invoiced prior to the first of each month and payment will be due on the third of each month. When the third falls on a weekend, payments will be received on the first business day following the weekend. Fees are accepted in the conference room located off the dining room from 9:00 am to 10:00 am on that day. Residents are served refreshments in the dining room during this time. If you are paying by check and it would be more convenient, you may drop your check off at the Administrative Office during business hours or in the drop box. Many residents have it mailed directly from their bank. Failure to make payment on time will require an explanation and repeated failure may lead to termination of residence at TRH.

1. **Food Services**

Meal tickets may be purchased for independent living residents and guests. They are available at the Administration Office. Special prices are available when multiple tickets are purchased. Deposit meal tickets in the wooden box located by the beverage counter. Call the kitchen to let them know to expect extra people at least two hours ahead. 503-743-4253

Meals Cost Time

Breakfast $4.50 7:15 am to 8:30 am

Dinner $7.50 Noon to 12:30 pm

Supper $6.50 5:00 pm to 5:30 pm

1. **Yard Maintenance**

Yard maintenance for reimbursement (rental) units is the responsibility of the resident unless otherwise arranged. Call the Administration Office to enter a work request for yard maintenance. There is a $30.00 per hour fee payable to TRH at completion of work.

1. **House Additions, Changes, Building & Landscaping**

Any changes to a unit or the landscaping thereof will need to have advance written authorization from Administration before work may begin. When a resident requests changes in writing and it is approved, the resident is responsible for all costs incurred. The placement of storage sheds on TRH property will need to be approved by Administration in writing before building. TRH has the right to reverse any unapproved changes to a unit or landscaping at the resident’s cost. Labor for correcting unauthorized changes will incur a labor fee of $40.00 per hour.

Storing of trailers, motorhomes, or boats, etc., on TRH property is prohibited unless you have prior written permission from Administration.

1. **Overnight Guests**

Guests may stay with the resident, except in the Residential Care Facility. Guests are requested to limit their stay to 10 days or less. Failure to comply with this request may result in the termination of residency. Long term guests (more than 10 days) require prior approval from the Administrator at a cost of $250.00 per month for the additional occupant.

For the convenience to resident’s families, there are three guest rooms available upstairs in Judith Turner Hall. The rooms include a bed, dresser, and a closet. A bathroom is shared by all three rooms. Linens are located in the hallway closet. All rooms are reserved through the Administration Office at 503-743-2490.

* Doors are locked after 8:00 pm. If you arrive after that time you will need to go to the care station, located behind the dining hall. There will be someone there to let you in.
* Please notify the kitchen staff at least an hour before if you will be eating in the dining room.
* Meal tickets can be purchased in the Administration Office or you may pay as you pick up your menu. Put your ticket or money in the box provided at the end of the beverage counter.
* No perishable garbage is to be left in the rooms. (please do not leave used diapers)
* A donation of $40 is recommended per each night of stay. It includes a free breakfast or supper meal. You may use the envelope found in your room and place it in the money box at the end of the beverage counter or turn it in at the Administrative office.

1. **Respect and Safety**

Living at TRH is a privilege. Showing respect for other residents and property is a duty of all residents. Safety Inspections of all units will be conducted annually by TRH staff. Hording is a safety hazard and is not allowed. Failure to comply with safety standards by residents may result in termination of residency.

**Gracious Living Policy**

Gracious Living is an option for Independent Residents who may need a little assistance with meals and housekeeping but are not ready for assisted living. The Gracious Living option offers our independent residents a convenient way to receive additional services while still living independently. You make one reimbursement payment that includes the following services:

1. **Utilities**

Turner Retirement Homes will pay the utilities for the unit excluding telephone, internet, and cable.

1. **Housekeeping**

TRH will provide one hour of housekeeping per week. Housekeeping hours may not be deducted from the monthly cost if not used.

1. **Meals**

TRH will provide one meal per day for the resident only. Meals cannot be carried over, accumulated for any period of time, or if not used, they may not be deducted from the monthly cost. They also cannot be used for guests or family members. Any meal of the three meals offered in a day may be selected. TRH cannot provide for special diets.

**Information about Residential Care**

Turner Retirement Homes Residential Care living is honored to serve you as a resident. Our desire is to exalt Jesus while caring for His people. The following information is provided for the purpose of establishing a contract and admission agreement between yourself and TRH.



**Residential Care Facility Services**

Turner Retirement Homes (TRH) is licensed as a Residential Care Facility (RCF). TRH may extend care to any resident who becomes dependent in one or more activities of daily living and who has increased medical needs.

**Basic features for RCF include:**

* Studio-like apartment with a central fellowship room shared by up to eight residents. A storage cabinet for food with the use of a microwave and refrigerator in the central room.
* All utilities (except telephone/internet)
* Basic cable TV
* Three meals per day
* Monthly vitals (weight, blood pressure, and pulse)
* Medication management
* Weekly laundry
* Weekly housekeeping
* Security and in-room call system
* 24-hour availability assisted care
* Staff arranges medical appointments

1. **Pre-move-in**
2. Approved applicants will pay all required deposits and fees.
3. All prospective residents will have an evaluation by the Resident Care Coordinator or the Resident Health Coordinator to assure that he/she does not have impairments which exceed the RCF license level.
4. Prospective residents who are approved by the evaluation process will obtain from their physician, prior to moving in, the following:

* List of diagnoses
* Order for current medications and treatments (Physicians Orders)
* The ability or inability to self-administer the medications
* Completed and signed POLST form
* List of allergies
* Brief medical history

1. **Upon Admission**
2. Each resident will receive within 24 hours of move-in and again annually instruction of general safety procedures, evacuation methods and routes, fire drill responsibilities, including points of exit and designated meeting places outside of buildings to utilize in the event of a fire. The resident’s ability to exit in the event of an emergency will be assessed by the Resident Care Coordinator and noted in the Service Plan.
3. Each resident is encouraged to bring personal items and basic furniture to enhance the comfort of their new home.
4. **Health Care Services**
5. The RCF residents’ care is overseen by an RN Consultant and Caregivers who may assist with basic activities of daily living and medication administration. All provided care is under RN supervision and delegation.
6. All care needs are recorded and designed by the Resident Care Coordinator and interested family as appropriate, by means of a Resident Evaluation. An initial Service Plan is developed prior to moving in and may be revised within 30 days if necessary. The Service Plan will be updated quarterly and changed as the needs of the resident change.
7. Each resident must have a physician through whom all changes in medications and treatments will be approved. A health record chart will be maintained for each resident which will include information related to medications, physician visits, tests, and so on.
8. **Other Services**
9. Rates **do not** include medications or special treatments which need to be purchased. RCF residents may utilize Sublimity Pharmacy which will monitor, dispense and deliver medications, or choose to use another pharmacy. The rates **do not** include telephone/internet charges.

The rates do include:

* + - * Weekly housekeeping and laundry.
      * Three meals a day.
      * All utilities (except telephone/internet).
      * Cable TV basic channels. (If you want prime channels you are responsible for payment.)
      * 24-hour availability assistance. Includes scheduling of doctor appointments.
      * Health monitoring and medication management.
      * Security and In-room call service.

1. Hospital and emergency transport: When transported by ambulance to a hospital, the family will be notified as soon as possible. Caregivers do not accompany residents to emergency rooms. Local EMS personnel are very attentive and caring. Return transport from the hospital is the responsibility of the resident and family. Taxis and medical transport services are available and can be arranged by hospital staff. If TRH transport personnel are available, transport may be arranged at a cost. After 5:00 pm the care station can suggest other possible options for transport home.
2. If a resident leaves the RCF for medical reasons and indicates he/she is not returning, he/she will not be charged for more than 15 days after the resident has left the facility.
3. A resident or their responsible party may choose to hold the resident’s room for as long as they choose at a vacancy rate per month in the event the resident is absent – i.e. hospitalized, in a different care facility, on an extended vacation. The reduced rate reflects the food costs not incurred. Resident’s absence in excess of 14 days, for medical reasons, will be credited for food cost not incurred during that period on their next invoice. Residents receiving financial assistance are not eligible for this reduction.
4. In the event the resident becomes ill and contagious a food tray will be delivered to a resident’s room at no cost. Requesting a food tray to be delivered to your room if you are well and able to eat in the dining room will cost $3.00 per tray delivery. You can request a food tray to go and come and pick it up yourself and take it back to your room to eat for no charge.
5. In the event of any general increases, additions or modifications of rates that are not due to a change in individual resident service needs, the resident shall be provided with written notice of such changes 30 days prior to the change. In the event of rate changes due to service charges, a notification will be made via the Care Conference and signing of Service Plan by the resident.
6. In the event a resident vacates a room and personal possessions are left behind there will be a storage fee of $150.00 for the first 30 days. After 30 days the possessions are considered abandoned and will be disposed of. Labor charges for TRH staff to clear a room of possessions that remain are $40.00 per hour to pack, move, and store the possessions.
7. TRH shall refund any unused portions of any eligible reimbursement fee within 30 days of the resident moving out.
8. A resident can be moved or transferred with a 30-day written notice to the resident, resident’s legal representative or any person designated by the resident, guardian or conservator stating reasons for the move or transfer. The resident may only be moved for reasons, such as, medical instability and/or TRH inability to provide a safe level of nursing care as outlined OAR 411-054-0080. A resident transferred out of the RCF has the right to readmission outlined also in OAR 411-054-0080.
9. A resident can be transported to a doctor’s appointment if it is arranged through the Care Coordinator and is within the Salem/Aumsville/Stayton area for a fee. We are unable to transport out of these areas. Another option is an independent Medical Transport company.

**Move-Out Information**



**Guidelines for vacating a unit**

To clearly communicate our expectations when an Independent or RCF unit is being vacated, we’ve implemented the following guidelines. Please direct any questions you may have to the Administration.

**For all units please:**

1. Remove all garbage and items to be discarded and take them with you.
2. Cardboard boxes are available outside the exterior kitchen basement door. However, these boxes are flattened daily. Please do not ask staff to gather boxes or packing materials.
3. TRH staff is not available to assist with packing or moving.
4. After the vacant unit has been assessed for unusual wear and tear, the cost of any extensive repairs will be added to the final bill.
5. TRH is not responsible for any items remaining after the move out date. If items are still in the unit, TRH will dispose of them and bill the resident for all costs incurred. Labor will be billed at $40 per hour.
6. Return all keys (house, mailbox, garage) and remotes to the Administration Office.

**Independent Units also:**

* Give 30 days written notice to the Administration Office of move out. Unit must be vacated, cleaned and keys/remotes returned to Administration office by end of 30 days.
* Make a final closing appointment with the Administrator to examine the structure(s)/grounds before the keys are turned in.
* Remove all food from the refrigerator and cupboards. Clean house, wipe off shelves and wash out the refrigerator.
* Independent residents who pay utilities (water/sewer, gas, electricity) directly contact the provider to have it switched back to TRH.
* Housing and water/sewer (if billed by TRH) will be pro-rated through the move out date. Any refund will be mailed to the address you specify.

**Life Lease Units also:**

* Give 30 days written notice to Administration office of move out. Unit must be vacated, repaired, cleaned and keys/remotes returned to Administration office at the end of 30 days.
* Make a final closing appointment with the Administrator to examine the structure(s)/grounds before the keys are turned in.
* Remove all food from the refrigerator and cupboards. Clean house, wipe off shelves and wash out the refrigerator.
* In the event of death, the family has 30 days from the date of death to:
  + Remove all personal belongings
  + Make an appointment to allow the Administrator to examine the structure(s)/ground
  + Make necessary repairs to the structure(s)/ground in consultation with the Administrator
  + Clean all structure(s)/ground
  + Pay for utilities used during the 30-day period
  + Turn keys and remotes into the Administration office
* If more than 30 days is needed to complete the above, then provide notice to the Administrator at least one week before the 30-day period ends.

**Resident’s Bill of Rights**

1. To be treated with dignity and respect;
2. To be given an informed choice and opportunity to select or refuse service and to accept responsibility for the consequences;
3. To participate in the development of their initial service plan and any revisions or updates at the time those changes are made;
4. To receive information about the method for evaluating their service needs and assessing costs for the services provided;
5. To exercise individual rights that do not infringe upon the rights or safety of others;
6. To be free from neglect, financial exploitation, verbal, mental, physical, or sexual abuse;
7. To receive services in a manner that protects privacy and dignity;
8. To have prompt access to review all of their records and to purchase photocopies. Photocopied records must be promptly provided, but in no case require more than two business days (excluding Saturday, Sunday and Holidays);
9. To have medical and other records kept confidential except as otherwise provided by law;
10. To associate and communicate privately with any person of choice, to send and receive personal mail unopened, and to have reasonable access to the private use of a telephone;
11. To be free from physical restraints and inappropriate use of psychoactive medications;
12. To manage personal financial affairs unless legally restricted;
13. To have access to and participate in social activities;
14. To be encouraged and assisted to exercise rights as a citizen;
15. To be free of any written contract or agreement language with the facility that purports to waive their rights or the facility’s liability for negligence;
16. To voice grievances and suggest changes in policies and services to either staff or outside representatives without fear of retaliation;
17. To be free of retaliation after they have exercised their rights provided by law or rule;
18. To have a safe and home-like environment;
19. To be free of discrimination in regard to race, color, national origin, gender, sexual orientation or religion;
20. To have proper notification if requested to move out of the facility, and to be required to move out only for reasons stated in OAR 411-054-0080 (Involuntary Move-Out Criteria) and have the opportunity for an administrative hearing, if applicable.

**Questions & Answers**

**Who do I call when I have a maintenance problem?**

Call the Administration Office to create a work order. The order will be given to the maintenance crew for review and scheduling. If it is an after-hours emergency, please contact the care station. Reminder: Leaseholders are responsible for their own maintenance and grounds upkeep.

**Is there a place that may be reserved for family use and overnight guests?**

Yes, Sickafoose is our activity building and may be used for family functions and activities. We also have the Gary Johnson gazebo where families can gather during nice weather. TRH also has Guest Rooms for overnight stays above the dining room on the main campus. Rooms all share one bathroom on the second floor. Rooms cost a modest $40 per night and include breakfast or supper in the dining room. Please contact the administration office at 503-743-2490 for reservations. A donation of your choosing is appreciated when reserving Sickafoose or the gazebo.

**Do I need to notify the office if I am going to be out of town?**

If you will be leaving for more than a week, you should notify the Administration Office. It is also a good idea to let your neighbors know when you are going to be away.

**If I need to cash a check, where do I go?**

You may cash checks at the Administration Office but not for more than $50.00 per month. The checks need to be payable to Turner Retirement Homes.

**Does TRH have a library?**

There is a library in the entryway into the Chapel and at Eden Circle. Books are checked out on the honor system. There are also videos in the Sickafoose activity building that may be checked out. Please return in a reasonable time. We have residents who volunteer the upkeep of these materials.

**Does TRH have a newsletter?**

Yes, the Reporter, which is a newsletter that is mailed out to residents, friends, families, and churches who help support TRH. These go out quarterly. We also publish Turn of Events, a monthly resident newsletter with an activity calendar.

**Do I need to register my car with the office?**

Yes, for security purposes. See form at the back of Resident Handbook.

**Do I need to register my renter’s insurance with the office?**

Yes, for insurance purposes. See form at back of Resident Handbook.

**Is storage available at TRH?**

There are no individual storage units available at TRH.

**Are you allowed to have alcoholic beverages or to smoke at TRH?**

Alcohol, smoking and vaping are NOT allowed on the TRH Campus, or in TRH Homes.

**Are there volunteer opportunities at TRH?**

Yes, please call the Administration Office

If you have any other questions, don’t hesitate to call the Administration Office.



5405 Boise St. SE PO Box 970 Turner, OR 97392

Phone: 503-743-2490 Fax: 503-743-2803 www.trhomes.org

**Agreement**

I/We have read the Resident Handbook. I/We understand the statements, rules, and policies and agree to abide by the rules set by Turner Retirement Homes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Resident

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Resident

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Spouse, if applicable

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Printed Name of Spouse, if applicable

**This form needs to be signed and returned to the**

**Administrative Office.**



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**Agreement**

RENTAL INSURANCE POLCIY INFO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Resident

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Resident

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Signature of Spouse, if applicable

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Printed Name of Spouse, if applicable

**This form needs to be signed and returned to the**

**Administrative Office.**



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**Agreement**

CAR REGISTRATION INFO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Resident

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Resident

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Spouse, if applicable

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Spouse, if applicable

**This form needs to be signed and returned to the**

**Administrative Office.**