



HOUSE RULES

Shining Light Housing

LANDLORD TENANT RULES DO NOT APPLY TO TEMPORARY HOUSING

Our Mission: Shining Light Housing is committed to providing safe housing for people in recovery through teamwork, personal growth, and compassionate response to individual needs.

Joe Lam: (805) 404-4205

Welcome to Shining Light Housing.

We have these rules because they are consistent with community placement practices. Please review carefully, as you will be expected to comply.

HOUSING ROOM CHARGES - FINANCIAL DISCLOSURE

1. Room charges must be paid on the first of the month. If there is a reason your room charge will be late the late fee is \$50.00. No rent accepted after the 7th of the month. **You are responsible for making sure that your rent is paid, even if it is paid by another organization.** You will have to call the organization as frequently as needed to obtain payment.
2. If you do not communicate with us about paying your room charge and you are consistently late on paying your room charge, you will be a 72-hour notice to pay or vacate. We have several nonprofit partners who will pay partial or full room charges. There is no reason to miss paying your room charge. It is your full responsibility to arrange for payment. You must contact nonprofit partners at least one month ahead of time, if you need help.
3. You will be expected to pay a \$200.00 supplies fee prior to entry. This fee is non-refundable. This fee is not charged when you are not working and have no resources.
4. Please open a bank account at BECU as soon as possible. BECU is a free checking account and is located within the Safeway on Roxbury. Other bank options are accepted. We take debit credit cards. We do not accept cash or personal checks. We will accept money orders. We send a text receipt via our card processing service to your cell phone. We will give you a summary of any money that you have paid to us within 48 hours of request.
5. **POLICY ON REFUNDS:** If you break the rules and are asked to leave, there *is no refund*. If you are put in jail by your DOC officer, we may not hold your room. You do not get room credit while you are incarcerated. Discussion will be held with your CCO and counselors to determine the best housing option for you. RCW 59.18.550 Drug and alcohol free housing—Program of recovery—Terms—Application of chapter governs the terms of this agreement.



6. POLICY ON FINANCIAL INVOLVEMENT OF STAFF: Anyone associated with the houses or foundation is prohibited from handling your finances. We will provide referrals to banks and financial education that is external to the housing. The exception is we will provide referrals to agencies for room charge payments **a.** Honesty and integrity are expected at all times. **Our highest values are tranquility, cooperation and feeling personal safety.** No threats of violence (Cause for termination). No obstruction with DOC. (Cause for termination.) **No discussion about other residents background and warrants with non-residents.**

KEY PRINCIPLES

POLICY: NO DRUG USE OR ALCOHOL USE – MARIJUANA IS NOT ALLOWED

- This is a Clean & Sober house and you **MUST** be clean and sober at all times otherwise immediate eviction may result. We will evict you if you give drugs, alcohol or marijuana to another resident. You will have a baseline UA when you arrive. Random UA's will be required. The house manager or any resident may request a random UA. Failure to comply is cause for eviction and is considered "dirty". You will be charged \$10.00 per UA for follow up UAs to a dirty.
- We employ a Peer Support counselor. Everyone is expected to interview with the Peer Support counselor when you are first housed. The Peer Support counselor will review each one of these rules with you. The Peer Support counselor is highly skilled and will provide information about recovery support and find resources for you. The Peer Support counselor is your first call if you have a conflict or problem.
- If you supply or give drugs to any resident or are caught dealing drugs on or off property, you will be asked to leave within 15 minutes and may get your belongings within three days.
- If you are high on drugs, you will be immediately removed to either a hospital or the Department of Corrections CCO.
- If you use drugs, you must self-report immediately and report to the DOC. You will be asked to sign a HIPPA release form upon admission so that we and our designee may discuss drug testing results with the CCOs and drug counselors.
- There is no expectation of privacy. Rooms may be searched for drugs or contraband at any time.
- You are not allowed to ask other residents to execute paperwork for the courts or any other group.
- You are expected to obtain a sponsor if you are in NA/AA programs. You are expected to work together with the women in the houses on your sobriety.

No alcohol or illegal drug use. No marijuana or using prescription drugs that do not belong to you. No cough syrup, unless it is prescribed. Any prescribed medication must be kept in a locked box with a copy of the prescription given to Joe Lam and DOC.



LIVING IN SHINING LIGHT HOUSING

1. NA/AA or similar meetings are required WEEKLY. DOC approved treatment is a substitute. You will provide a signature sheet to the Peer Counselor if requested. We frequently have a psychologist and team that have meetings at the houses on Thursday nights. If you are home, you are expected to attend.

2. NO CALL – NO SHOW for 48 hours will result in eviction. Please contact your house manager if you plan on being gone longer than 48 hours with approval. **NOTE: DOC officers, not house managers, are the only ones that can give permission to spend the night somewhere else. We will call your CCO if you are reported missing at night.** We enforce the curfew unless you have a check out slip from work.

3. Immediately clean up any area you use (Kitchen, Bathroom, and Common area). **It is expected that you will thoroughly clean the bathroom after your use.**

4. **CHORES:** Rooms will be kept orderly and clean beds will be made daily when not occupied, dirty dishes should be removed daily and washed. Trash should be emptied daily. DOC voucher rooms are shared rooms, unless arrangements are made. If there is an open bed in your room, you are responsible for maintaining the bed. You may not use the spare bed, dresser or closet. You may not change your room or house without written permission from DOC, the house owners and the peer counselor.

5. **CHORES:** Chores will be assigned weekly. The chore list is in the kitchen. If you cannot do your chore, you need to make arrangements with another resident to cover it for you. The house will be deep cleaned every week. Chores will include thorough cleanup of common areas (kitchens, bathrooms, living room). Each tenant is responsible for cleaning up after themselves, and participating in communal chores as necessary. A \$30/month Cleaning Service fee may be charged to any Resident that is not cooperating with expected cleaning procedures.

The Executive Housing Manager will inspect each home each week and provide a report card.

6. **PRIVACY:** Since some Residents are on Community Placement, the Department of Corrections will have full access to the premises. You must respond to any questions from DOC, whether you are on community placement or not. Telephone, in person or written DOC requests will be answered by any resident, honestly and with integrity.

7. Due to the fact that Residents are in transition for various reasons, we will neither confirm nor deny that they live here.

8. No pets or service animals. Please do not ask.

9. If you borrow and loan it is at your own risk Residents are responsible for their own security and the security of their possessions. Residents storing personal belongings in common areas store them at their own risk. Property left over from moving out or being evicted may be disposed of after 10 days unless other arrangements have been made.



10. **CARS:** If you own a vehicle it must be functioning and not in disrepair (leaking oil, smoking) you must also have proof of license and insurance. Parking is first come first served. There is no assigned parking. If you damage someone's car, it is your responsibility. We do not get involved.

11. You must abide by all rules of the house and all laws.

12. **SMOKING:** Smoking is outside. Please clean up your smoking materials.

13. Stealing is cause for termination. Taking someone else's food is stealing. Bringing stolen goods into the house is stealing. Taking someone's medication is stealing. We will ask you to move if you steal.

14. If you receive 2 negative reports, you will meet with the House Manager and the owners to ascertain if the house is a good fit for you.

15. All incoming residents will be disease free, lice free, and bedbug free. If you bring an infestation into the house, you are responsible for the cost of fumigation.

16. The computer and printer are to remain in the common area.

17. All beds must have a mattress protector at all times. Please obtain from the house manager.

18. **Guests are NOT allowed EVER. NO overnight guests are allowed under any conditions.** Do not ask us to have your family, your mother, father, brother, sister, sister-in-law, grandparents, friend, pet, or anyone that is not on an agreement in the house. NO persons under the age of 18 allowed anywhere on the property at any time, unless discussed with the managers and CPS has approved.

19. **No men or women who do not reside in the house are allowed. If you bring a visitor in the house or on property, you will be evicted. If your roommate does not report visitors to us, she will be evicted. DOC is aware of this rule and will report you to us.**

20. UTILITIES and GARBAGE: Energy conservation is everyone's responsibility. Garbage must go out on Tuesday. It is up to everyone to make sure the cans are outside.

21. **PROPERTY STORAGE:** Upon vacancy, AWOL status or arrest, any personal property left more than 10 days will be considered abandoned and will be donated to charity or disposed of. Please make arrangements to have someone collect your items if you cannot do so.

YOU MUST BE CURRENT WITH YOUR ROOM CHARGE UPON EXITING SHINING LIGHT HOUSING. IF YOU ARE NOT CURRENT ON YOUR ROOM CHARGE, DO NOT EXPECT US TO STORE YOUR BELONGINGS. YOU WILL PAY BACK ROOM CHARGES AND LATE FEES IF YOU ARE AWOL.

22. By signing this agreement, you understand that breaching the safety of the house, or eviction will lead to a change in door codes. If you give your code to someone else, or let someone in on your code, that is grounds for termination. DOC has automatic entry into the houses and have the door codes.



23. We are partnered with many external agencies who want to help you. We will make recommendations for outside counseling, support, schooling and employment. We believe that living in Shining Light Housing is an opportunity to expand and heal. We will do everything we can to facilitate these goals.

24. Curfew is midnight on Friday and Saturday night. Curfew is 11 PM Sunday through Thursday night. No exceptions unless approved by the House Manager. DOC supports this rule. You may be asked to provide a work schedule to the house manager.

25. If you intentionally damage the house, you will pay for the damage. If no one self-reports, than the whole house will pay for the damage.

26. **NEW RESIDENTS:** We will ask you if you know the applicants for your house. We will trust your recommendations about people you know well. We are houses where team work and cooperation is expected. We will not knowingly bring someone into the house that has harmed you in prison or in another venue.

INVOLUNTARY TERMINATION OF RESIDENCY

Involuntary termination of residence shall include, but is not limited to:

1. Use or possession of alcohol, drugs, drug paraphernalia, guns, knives, other weapons. _____
2. Dealing drugs on or off the property _____
3. Abuse of over the counter or prescription medications. _____
4. Possession of stolen goods or any theft. _____
5. Men on the property. _____
6. Physical violence or threats of any kind. This includes anyone you let in the house. _____
7. Consistent violation of curfew. _____
8. Violation of house rules. _____
9. Having a messy room or food in your room 3 times _____



10. Stuffing anything down the toilet except toilet paper _____

11. Damaging the house intentionally _____

CLIENT TERMS AND CONDITIONS

I understand that this recovery house is in compliance with the Anti-Drug Act of 1988 Public Law #100-960 which exempts this house from the Landlord Tenant Act. _____

I agree to comply with the house rules and expectations at all times. _____

I understand that I must comply with the Department of Corrections and/or mental health counselor and Peer Mentor. _____

I understand that cooperation and kindness are key values and will do my best to support the women in the house. _____

I understand that if I have a conflict with anyone that the house leader, the peer mentor and the owners will help come to a resolution. We will work together as a team to resolve any conflict.

Signed and Understood _____

Printed Name _____

Manager _____

Date _____