



Choices Recovery House

703 Pennsylvania Avenue
York, Pennsylvania 17404
Office Phone/Fax: (717) 854-5445

CONTRACT OF RESIDENCY

Choices Recovery House is a transitional living facility for men and women who are recovering from alcohol or substance abuse. Residents are subject to substance testing at any time while living within a Choices House. **THE USE, AND/OR POSSESSION OF DRUGS AND/OR ALCOHOL IS GROUNDS FOR IMMEDIATE EXPULSION. MEN ARE NOT PERMITTED ON THE PREMISES OF FEMALE CHOICES HOUSES AND WOMEN ARE NOT PERMITTED ON THE PREMISES OF MALE CHOICES HOUSES AT ANY TIME.**

All policies and procedures outlined within this contract and any applicable subsequent amendments are in full force and effect during Resident's entire residency within a Choices House unless specifically defined within a subsection of this contract. Violation of any policy or procedure outlined within this contract and any applicable subsequent amendments will result in disciplinary actions including, but not limited to, fines, fees, House probation/restriction, and possible expulsion.

I. Responsibilities Upon Arrival

1. Complete all Intake Paperwork.
2. Read and sign House Rules Form.
3. Read and sign House Contract.
4. Pay the following fees:
 - i. \$200.00 **non-refundable** Intake Fee;
 - ii. \$100.00 Security Deposit;
 - iii. \$270.00 in Rent monies for the initial two weeks of residency;
 - iv. \$40.00 Grocery Fee for the initial two weeks of residency;
5. A separate Air Conditioner Fee may apply. See Section II: *Expense Responsibilities During Residency* for details.
6. Resident will be given a mandatory urine test.
7. Resident will commence a 30 day probation period

II. Expense Responsibilities

1. Rent is \$135.00 per week.
2. Resident is required to spend a minimum of \$20.00 per week on groceries to meet basic nutritional needs.
3. Groceries are not supplied by the House.
4. There is an annual \$20.00 Air Conditioner set-up and removal fee applicable May 15th.
5. Air conditioners are allowed from May 15th through September 30th, and are \$10.00 per week during these months.
6. All rent money must be paid weekly and is to be placed in the Rent Drop Box. If rent is not paid by 9pm Friday, a \$25.00 Late Fee will be applied, and immediate restriction will be in force.
7. The House Director will establish a payment schedule should a Resident fall behind in his/her expense responsibility. Resident will be allowed to keep up to \$40.00 per week until account is current. Resident may face possible expulsion from House if he/she fails to fulfill payment obligations.
8. There will be a \$25.00 fee for all returned checks.
9. A \$10.00 deposit is required to receive a House key after probation criteria have been met. There will be a \$10.00 fee to replace a lost key.
10. Overnight Stay requests require payment of a \$5.00 drug test fee.
11. Residents may be charged for laboratory testing fees if Choices Staff determines that a urine sample needs to be sent to an independent drug testing facility for additional drug/alcohol screening.

- 12. Any resident not following the house rules will be subject to fines and/or expulsion. Each rule violated will be considered an offense and will be applied to the schedule.

The fine schedule is as follows: **1st**: Written Warning, **2nd Offenses**: \$5.00 Fine, **3rd Offense**: \$10.00 Fine, **4th Offense**: \$20.00 Fine, **5th Offense**: Face-To-Face Meeting w/Director which may result in restriction or possible expulsion. Not having meeting slips and not signing in/out **1st Offense**: Written Warning, **2nd Offense**: \$20 Fine, **3rd Offense**: Restriction

III. Resident Responsibilities

- 1. Each house maintains a House Manual, which is a comprehensive outline of the governing policies and procedures for Residents. The House President will go over this manual within your first 72 hours of residency.

IV. Termination of Residency

- 1. A two-week notice is required prior to moving out in order to receive Security Deposit. Please refer to the Security Deposit Return policy form in the intake packet for more details.
- 2. Upon leaving, Resident’s bedroom should be thoroughly cleaned.
- 3. Any Resident expelled for any reason will not be permitted to return to the premises as a Resident for a minimum of 3 to 5 days, and must go to an approved & safe environment. Expelled Resident must have a clean urine test in order to return.
- 4. Upon expulsion, personal belongings must be picked up within seven days. Please refer to the Personal Belongings Policy form in the intake packet for more details.
- 5. Resident’s Account must be current or a payment schedule for any balance due must be established in order to receive personal belongings.
- 6. Prepaid monies and security deposits **will not** be returned to Resident if expelled. _____(Initials)
- 7. Prepaid monies and security deposits **will not** be returned to Resident if he/she chooses to leave without giving proper two week notice. _____(Initials)

This Contract and rules are subject to change without prior notice, by Owner or House Manager at any time.

My signature below signifies that I have read, and understand, the terms and conditions set forth in this contract and I agree to abide by them:

Resident’s Name

Date

Witness

Date