



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. Resident will commence a 30 day probation period.
2. Complete all Intake Paperwork.
3. Read and sign House Rules Form.
4. Read and sign House Contract.
5. Pay the following fees:
 - i. \$160.00 **non-refundable** Intake Fee;
 - ii. \$40.00 **non-refundable** Counseling Set-up Fee. (*If applicable.*)
 - iii. \$100.00 Security Deposit;
 - iv. \$240.00 in Rent monies for the initial two weeks of residency;
 - v. \$30.00 Grocery Fee for the initial two weeks of residency;
6. A separate Air Conditioner Fee may apply. See Section II: *Expense Responsibilities During Residency* for details.
7. Resident will be given a urine test.

II. Expense Responsibilities

1. Rent is \$120.00 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 \$5.00 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 \$15.00 Late Fee will be applied, and immediate restriction will be in force.
7. Advance payments can be made for rent and/or other charges.
8. 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.

- 9. There will be a \$25.00 fee for all returned checks.
- 10. 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.

III. Resident Responsibilities

- 1. See attached House Manual for a comprehensive outline of the governing policies and procedures for Residents.

IV. Termination of Residency

- 1. A two-week notice is required prior to moving out in order to receive Security Deposit.
- 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 5 to 7 days, and must go to the mission, a shelter, hospital, or detox. Expelled Resident must have a clean urine test in order to return.
- 4. Upon expulsion, personal belongings must be picked up within three days or the belongings become the property of Choices.
- 5. Resident’s Account must be current in order to receive personal belongings.
- 6. Prepaid monies and security deposits **will not** be returned to Resident if expelled.

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