

THE CLEAN HOUSE

Sober Living House

AUSTIN, TX

512-299-9000 Office

512-233-5280 Fax

www.thecleanhouse.org

Name:

Move In Date:

Rental Amount:

Amount Paid:

House:

Residential Contract and House Rules

Minimum 60 day stay required

(Your initials indicate you have read, understand, accept and will abide by these rules)
The purpose of this contract and the major House rules that follow are to inform you of your rights and what is expected of you.

The Clean House is a sober living home. It is a home for you to develop coping skills that will help you master the social and professional demands of society. It is a home for you to live and function in a drug and alcohol free environment.

This will be your home for as long as you wish to reside here. Therefore, you will need to care for it accordingly. You are responsible for your own actions. Accountability is a common value shared by all who reside here. Willingness and cooperation are the basic requirements shared by all members of the house.

Make no mistake about it. This is a zero tolerance residence. That means if you make a decision to drink or use drugs without a doctors prescription, you will be evicted immediately. Additionally no prescriptions containing narcotics or barbiturates or any other substance that will cause a positive outcome on a urinalysis will be allowed

_____ House members live as a family system, that is, a group of individuals living and working toward a common goal, continued sobriety. You are responsible for maintaining a structure of accepted rules, requirements, and practices necessary to ensure a clean and sober environment.

_____ Residents are responsible for purchasing and cooking their own food, supplying their own personal hygiene items (toothbrush, toothpaste, shampoo, razors, shave cream, etc.) and for any other health issue item (prescriptions, medical care, etc). The house will supply necessary house items. (Laundry soap, dish soap, toilet paper, etc.).

_____ There will be a weekly house meeting that all who reside here must attend to discuss matters pertinent to the house operation. You will receive continuing support and advice from all.

_____ No active addicts are allowed on premises no exceptions!!

_____ You must attend a A.A., N.A. or C.A. meeting at least five days a week, have a sponsor and be working on your recovery because sobriety is our primary purpose. There will be no exceptions; violation could result in removal from house.

_____ If you are on the property at 11:00am Monday through Friday, you must attend a 12:00 noon meeting.

_____ No one will be allowed to remain in bed past 9:00am Monday through Friday (Unless you have a verifiable night job). On Saturday and Sunday, you may stay in bed as long as you wish.

_____ If you are suspected of use, you will be required to submit a urine sample for testing. If the test comes back positive, you will pay for it out of your deposit. If you request a retest and that test returns a negative result, the house will absorb the cost.

_____ Testing may be conducted at any time randomly, or at the manager's discretion. Refusal of a urinalysis is considered admission of guilt and you will be removed from the house.

_____ There will be no period of time for you to prepare to leave the property. Based on your attitude at the time, you must leave the property within the hour (no matter the time or weather conditions or transportation problems), nor will you be allowed to enter your room without your roommate present or the house manager.

_____ If anyone in the house suspects another member of using and does not notify the house manager, he will be held responsible and removed from the house along with the accused. It's not "snitching". It's protecting your and everyone else in the house's health and welfare.

_____ Your personal property will be gathered and packed up to be placed in a storage area by the house manager only. You will have a 7-day period of time from the date of your removal to return and collect your personal property. Failure to do so will result in your personal property becoming the property of The Clean House and will either be donated to the Goodwill or Austin Recovery, or may be used by the house as deemed necessary or sold in order to recover any damages or fines/fees you may have owed. This will include any automobiles or other modes of transportation you leave parked at the property such as bicycles, motorcycles, etc. The vehicle will be towed or stored in a locked place. Any locks may be removed to allow access to the vehicle.

_____ If you go to jail for any drug or alcohol related charge (including outstanding warrants) your property will be placed in storage and you will have 7 days to arrange for someone to pick it up for you, or it will become the property of the house. That person must call ahead to arrange for a pickup time and be able to provide identification.

_____ If you are removed from the house, consider that action as a **criminal trespass warning**. If you come back to the property without management permission, you can be arrested. Criminal trespass is a class "B" misdemeanor.

_____ Any rent, fines or fees will be deducted from your deposit. If you leave by choice after a 60-day period in good standing, your deposit will be returned to you after expenses. You must put in a two-week notice of intent to vacate. Fees may include cleaning and damage repair.

_____ If you owe any monies that are not available by your original deposit, you must pay that balance before you can be considered for future residency.

_____ If you are removed from a house, you may not be reconsidered for residency for three (3) months. If you leave under good terms, you may be reconsidered at any time, based on bed availability.

_____ If you have depleted your original deposit due to fines or costs, you must replace it in full along with the next rent payment. If you become two (2) days past due on your rent payment, you will begin adding \$5 increase per day to the total due. Payment must be in full.

_____ You may not ever be more than five (5) days past due. If you are, you will be asked to leave the property on the morning of the fifth day.

_____ Everyone will have a house chore to be completed on a daily or weekly basis. Daily chores must be completed by 12pm (noon). Weekly chores must be done by Sunday evening at 8:00pm. This rule is at the discretion of the house manager. They may change times and days as necessary.

_____ You must provide your own meals. When using the kitchen, you must clean up after yourself immediately following your meal. Failure to do so will result in a one time only warning. A second infraction will result in a \$5 fine, to be paid at next rent. A third infraction you will have until the end of your current rent to leave the property.

_____ No dishes or pots and pans are to be left in the sink or drying racks. There will be a one time only warning issued by the house manager on the first offense. A second offense will result in a \$5 fine. A third offense will have you evicted, and you will have until the end of your current rent to leave the property.

_____ Only the House Manager may impose warnings or evictions. Complaints about incomplete chores or unacceptable actions are to be brought to the attention of the House Manager. You may trade chores with someone else, but you are responsible for it to be completed.

_____ There is only so much refrigerator, freezer and dry goods storage space. The basic rule is if a food item is not yours, don't eat or drink it. If you are caught eating someone else's food without their permission, you can be ask to leave. Do not store water, bread, cookies or candy in the refrigerator. Keep them in your room or in the dry goods storage if there is room. Do not leave meals on the stove or in the refrigerator. House meals must be consumed immediately or thrown out. Every attempt will be made to provide food for those who cannot afford any, but you are encouraged to apply for food stamps and visit local food pantries and churches.

_____ Only one TV is allowed per room. If you come home and your roommate is already watching a program you must allow them to complete their program before changing the channel unless everyone agrees to the change. Please be courteous with the volume as to not disturb your roommate or other members in the household. All room TV's are to be turned off by 11:00PM unless all roommates are in agreement.

_____ ALL TV's must be off by 1:00AM, except weekends.

_____ Do not leave your laundry in the washer or dryer. Clothes may be taken out by anybody waiting to use one of the machines and placed wet or unfolded on the table. **DO NOT PUT YOUR TENNIS SHOES IN THE DRYER!**

_____ If you are the last person to leave the house, lock the front door and sliding glass door. Bedrooms windows are not to be opened or unlocked. If your bedroom window is found in an un-locked position, you could be removed from the property.

_____ There will be a 10:00 PM curfew for all new residents during the first thirty days. After that, there will be a 12:00 AM curfew for all.

_____ You will be allowed an overnight pass on night per week after the thirty days. You must leave a location and phone number where you can be reached during this time. Exceptions are to be discussed with the House Manager. You will be urine tested upon return.

_____ Weekly meetings are mandatory. You may only be excused if you are working. You must call and alert the House Manager if you are working or going to be late for any reason. If you miss the house meeting out of forgetfulness or any other reason without the House Managers awareness, you will be removed from the property.

_____ No Candles, incense or fires of any kind.

_____ No overnight guests. Visitors and family must leave by 10:00 PM

_____ No fighting or threatening. Both parties will be evicted

_____ No stealing. If it is not yours, DON'T TOUCH IT!

_____ No sexual contact between house members, PERIOD.

_____ No racial slurs or prejudice

_____ Rooms are to be kept clean and picked up. Beds are to be made daily. Failure to keep rooms clean will result in a one time only warning.

_____ Respect your House Manager. They are there to help maintain everyone's health and well being. House Manager may reserve the right to know where you are and when you will return at his request.

_____ The house computer is for use by all for 30 minute intervals unless nobody is waiting. If you have been on it for 30 minutes and somebody needs to use it you will have 5 minutes to complete your work. **DO NOT DOWNLOAD FILES AND APPLICATIONS.** If your house is equipped with a printer it should be used for official house business and printing resumes and applications for employment **ONLY.**

_____ You may bring a personal laptop to connect to the wireless internet. You may not have any file or music sharing applications on your computer such as Limewire, Bit Torrent, etc. If you use them and download or upload illegal or copyrighted material our internet provider will shut off internet access to the whole house and you will not be allowed to use your laptop in the future and could face criminal charges.

_____ Limit phone calls to ten minutes if someone is waiting to use the phone. If the phone rings answer it and take a message if it for someone else. Do not give out any information about other residents. Answer the phone saying Hello only. Offer to take a message for the person the call is for, but never acknowledge they live there.

_____ All house members are responsible for ensuring anonymity and friendliness within the neighborhood. All house business remains within the house and we do not air our business with the neighbors. Do not park in front of neighbor's houses. There will be no broken down cars or vehicles allowed on premises unless approved by house for immediate repair purposes only.

_____ Do not park cars on the lawn or any part of it

_____ Put incoming mail on the kitchen table or the designated spot for the house. Mail will not be saved if you are evicted or choose to leave. Mail will not be forwarded. It will be marked "Not at this address" and returned.

It may seem like these are a lot of rules, but they are about the harmony and respect for others and property.

_____ We are not responsible for lost, stolen or damaged items.

_____ ****Management reserves the right to deny any residents renewed rental on a weekly basis. If you are asked to leave by management for any reason there will be no refunds.****

Printed Name

Signature

Date

First Name:

Last Name:

SSN:

DOB:

Cell Phone:

Email:

Occupation:

Current Income:

Emergency Contact Name and Number:

Sponsor Contact Name and Number:

Vehicle Make/Model/Plate Number:

Do you have a medical doctor? Please include their Name and Contact Number

Clean date:

Drug of Choice:

Do you attend AA/NA/CA, which program?

Home group:

Do you take prescription drugs? If so list drug and reason for taking:

Have you ever been to a treatment facility?

List treatment provider, phone number and

Primary counselor:

PLEASE ATTACH A COPY OF IDENTIFICATION

TCHA, Inc dba The Clean House

This policy covers how TCHA, Inc dba The Clean House (TCH) handles the personal information it receives, including information related to your account. Personal information is information about you that enables others to personally identify you. It includes, but is not limited to your name, address, e-mail address or telephone number and that which is not otherwise publicly available. This policy does not apply to practices of companies that TCH does not own or control or to people that TCH does not directly employ or manage.

Collection and Use of Personal Information

TCHA collects personal information when you apply with the TCHA to seek a rental.

TCHA does not rent, sell or share your personal information with companies or people not affiliated with TCHA. No third parties will be provided with your information from TCHA or its employees, subcontractors or affiliates.

TCHA is not responsible for any information you chose to disclose publicly by posting in public places or by your sharing of that information.

TCHA will divulge your personal information in the case of court orders, subpoenas or during the legal process when it is required by law or necessary to protect a person's personal safety. This includes background checks.

TCHA believes it's necessary to share personal information in order to help proper authorities investigate, prevent or take proper action regarding illegal activities, suspected fraud or in situations involving potential threats to the physical safety of any person or as otherwise required by state and federal law.

TCHA limits access to your personal information to its employees who we believe have a reasonable need to come into contact with that information to provide the services you've requested.

We have physical, electronic and procedural safeguards that comply with federal law to protect your personal information.

TCHA reserves the right to update and/or change this Privacy Policy. We will notify you of significant changes in the way we treat personal information by sending a notice to the primary e-mail address listed in your TCHA account or by placing a prominent notice on our web site.

Signature

DRUG AND ALCOHOL FREE RESIDENCE POLICY

It is the purpose of TCHA, Inc. DBA The Clean House (TCHA) to help provide a safe and drug-free living environment for our residents. With this goal in mind and because of the serious drug abuse problem in today's world, we are establishing the following policy for existing and future residents of TCHA, Inc.

TCHA explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on TCHA premises.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from TCHA premises.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from TCHA premises.
- The presence of any detectable amount of prohibited substances in the residents system "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the resident and any prescription narcotic or other prescription that can cause a positive result on a drug test regardless of prescription.

TCHA will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Residents may be selected at random for drug and/or alcohol testing at any interval determined by the TCHA.
- **FOR-CAUSE TESTING:** TCHA may ask a resident to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the residents person or in the residents vicinity, unusual conduct on the residents part that suggests impairment or influence of drugs or alcohol or negative performance patterns.

If any resident is tested for drugs or alcohol outside of the residency context and the results indicate a violation of this policy, or if a resident refuses a request to submit to testing under this policy, the resident may be subject to immediate discharge from residence.

DRUG AND/OR ALCOHOL TESTING CONSENT FORM

RESIDENT AGREEMENT AND CONSENT TO DRUG AND/OR ALCOHOL TESTING

I hereby agree, upon a request made under the drug/alcohol testing policy of TCHA, Inc (TCHA), to submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug or alcohol test under TCHA policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination of residence. I further authorize and give full permission to have TCHA and/or its physician send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to TCHA. Finally, I authorize TCHA to disclose any documentation relating to such test to any emergency contact.

I will hold harmless TCHA, its company physician, and any testing laboratory TCHA might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test, even if a TCHA or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless THCA, its company physician, and any testing laboratory TCHA might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

Signature of Resident

Date

Residents Name – Printed

Date of Birth

Computing and Internet Acceptable Use Policy

Access rights and privileges.

TCHA, Inc has the right to place restrictions on the use of equipment, resources and material residents can access or post through the system. All access and rights are privileges granted by TCHA, Inc, and users should expect no privacy rights.

Unacceptable Uses

Users may not use the network to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

Users may not post personal information on the Internet about the house or others that reside in the house.

Users may not attempt to gain unauthorized access to any other computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing", "snooping", or "electronic discovery".

Users may not deliberately disrupt or harm hardware or systems, interfere with computer or network performance, interfere with another's ability to use equipment and systems, or destroy data.

Users may not use the network to engage in illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, accessing or sharing unauthorized copyrighted music, movies, and other intellectual property, etc.

Users may not utilize peer-to-peer file-sharing applications or execute programs to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, and other materials.

Users may not use the network to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.

Users may not post information that could endanger an individual, cause personal damage or a danger of service disruption.

Users may not knowingly or recklessly post false or defamatory information about a person or organization.

Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

Users may not indirectly or directly make connections that create "backdoors" to the house, other organizations, community groups, etc. that allow unauthorized access to the network.

Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.

Users may not engage in personal attacks, including prejudicial or discriminatory attacks.

Users may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.

Users may not re-post a message that was sent to them privately without permission of the person who sent them the message.

Users may not forward or post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. Users will not install or reproduce unauthorized or unlicensed software.

Users may not plagiarize works that they find on the Internet or other resources.

Users will not download files to the house computer unless approved by their manager.

Filtering

As required by law and in recognition of the need to establish a safe and appropriate computing environment, TCHA, Inc may use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.

Printed Name

Signature

Date