

FAIRHAVEN HOUSE Low Income Housing

*"Clean and sober living
on the road to recovery..."*



**Fairhaven House
P.O. Box 58512
Seattle, WA 98138**

**www.fairhavenhouse.info
program@fairhavenhouse.info
1-866-346-7186**

**Richard D. Dover
Executive Director
206-396-1995**

Procedures for Intake-Christian Men Only

The following are the procedures for individuals to become a resident in a Fairhaven House home:

- Go to www.fairhavenhouse.info to see if there are vacancies and to learn about the Fairhaven House Housing Program.
- Download the Intake Form, Application, Policies, Rules, Computer Guidelines, and Medical Form. All of this is included in the Fairhaven House Resident Packet.
- Read all documents thoroughly to determine if Fairhaven House is a good fit for you.
- Call 206-396-1995 to set up a phone interview.
- The next stage after the phone interview is to fill out the application and fax it to 1-866-344-7186.
- There will be phone calls made to your references and a Nationwide Criminal Background Check. Have a bad rental history, bad credit, and a bad criminal background does not mean you will not be accepted as a resident. Some of our residents find themselves in this situation because of poor choices. What we are looking for is honesty regarding the past and a desire to change the past. Lying on your application will certainly prevent you from becoming a resident of Fairhaven House.
- Once the application process has been performed, you will be contacted to set up a time to visit a Fairhaven House home and have a personal interview.
- If the personal interview goes well, the applicant is able to move into the home at that time.
- In order to move the applicant must pay the Application/Background Check fees and Security Deposit of \$200. (Applicant only has to pay the Application/Background Check fee if they are approved to move into a home.) The applicant must pay the pro-rated rent for the month they move in.

Pro-rate Fees:

Two-man rooms: \$17 a day

Singles: \$20 a day

Studios: \$24 a day

Fairhaven House
Christian Men Low Income Housing
APPLICATION FOR HOUSE MEMBERSHIP

Mail to: Fairhaven House c/o Richard Dover, P.O. Box 58512, Seattle, WA 98138
Fax to: 1-866-346-7186 **Questions:** 1-866-346-7186

I hereby apply for membership at Fairhaven House Valley Ridge located in Seatac, WA

Answer all questions that apply. Type or print all information. Use additional sheet if necessary.

PERSONAL INFO:

Name: _____
(last) (first) (middle) (nickname-alias)

Date of Birth: ____/____/____ Social Security No. _____

DL: _____ Do you have a vehicle? Yes No

Registration and Insurance? Yes No

Are you a Christian? Yes No If "yes", when did you become a Christian? _____

How Did You Become a Christian? _____

Are you currently homeless without a place to live? Yes No If homeless, how long? _____

Why Homeless? _____

Current Address: _____
(street) (city) (state) (zip)

Name, address, phone of your last landlord:

Telephone Numbers: Home _____ Cell _____ Work _____

What is your marital status? Single Married Separated Divorced

Are you a convicted sex offender? _____

Have you ever been convicted of a felony? Yes No If "yes", list convictions

Are you currently attending a church? Yes No If so, the name of the church.

Have you ever lived in a Fairhaven House residence or any other type of clean and sober housing? Yes No
If "yes", list the name and address, approximate dates of residence, and reason for leaving: _____

(Name and address)

(Dates of Residence)

(Reason for Leaving)

ADDICTION INFO:

Are you a recovering: Alcoholic Drug Addict Drug of choice: _____

How long sober? _____ Nicotine Addiction How long off of nicotine? _____

Other Addiction: _____ How long sober? _____

Do you have a sponsor/mentor? Yes No If "no", why not? _____

Are you currently in an In-Patient Treatment Program? Yes No If "yes", provide contact info on the program:

Name of program: _____

Contact Information: _____

MENTAL CONDITION INFO:

Have you been diagnosed as having a mental illness? Yes No

If diagnosed with a mental illness, what type? _____

Are you currently taking medication? Yes No Name of medication: _____

Are you currently under psychological or psychiatric care? Yes No

Name and contact info of mental illness agency: _____

Do you take any prescription medication? Yes No If "yes", what medication(s)? _____

Are you participating in or about to enter a methadone or other drug replacement program? Yes No

If so, Name of Agency and Contact Information: _____

EMPLOYMENT:

What is your current source of income? Employment \$_____ per month

Disability or SSI: \$_____ per month [] Other (explain) _____

Employer's name/address/phone: _____

Job Description: _____ How long there? _____

EMERGENCY CONTACT INFORMATION:

List names and telephone numbers of two individuals who may be contacted in the event of an emergency.

1. _____
(Name) (Telephone Number) (Relationship)

2. _____
(Name) (Telephone Number) (Relationship)

IMPORTANT NOTICE: A resident of Fairhaven House is a month to month resident. Fairhaven House may remove a resident for no reason as long as Fairhaven House gives the tenant a minimum of 20 days advance notice.

Fairhaven House is a Christian sober living environment. Thus for the following reasons a resident will be given a 20 day notice to vacate:

- a) Any resident that is found to be under the influence of alcohol or drugs, smoking, or participating in pornography or gambling.
- b) Any resident that refuses to take a random or intentional alcohol/drug/nicotine test
- c) Any resident that receives an unanimous request to leave by other residents living in the Valley Ridge house.

My Agreement

I have read the above notice and I understand that I am applying for month to month residency in a Fairhaven House home called Valley Ridge. I understand that I am applying to be a resident of a sober community and not as a tenant. I agree to abide by the Fairhaven House guidelines which rules may include periodic alcohol & drug testing. I understand that I am subject to a 20 day notice to vacate if a, b, c above occur.

I understand that if I leave voluntarily and give at least 20 day notice, \$100 of my application and security deposit will be returned after deductions for any unpaid house expenses or damages for which I am responsible. If less than twenty day notice is given, or if I am expelled from the house for one of the reasons stated above, I understand that my deposit, if any, will be forfeited.

I also understand that Fairhaven is a faith-based run program, and agree to live according to Biblical Standards and Principles.

I understand that my monthly rental fee in the amount of \$ _____ is payable by money order and is due on the 1st of each month and considered late as of the 3rd of each month. A late fee in the amount of 25.00 will be charged for any late payments. If rental fee is not paid by the morning of the 4th my residency is immediately terminated. I also agree to pay an application and security deposit of \$200. I understand that \$100 of my application and security deposit is an application/background check fee and will not be refunded.

Date of Occupancy: _____

By signing below I certify that the information contained in this application is true, that I understand and accept the conditions set forth above and the attached rules/guideline/policies for residency in Fairhaven House, that I agree to a Criminal History Background check, and that I agree to abide by said conditions should I be accepted as a month-to-month resident.

By signing this agreement I acknowledge the IMPORTANT NOTICE and requirements for membership into Fairhaven House set forth above and agreed to abide by same.

Dated: _____ Member sign _____

Dated: _____ Landlord: _____

Fairhaven House Policies

Entry Requirements

Limited Housing Options-Applicant must have had limited housing options before coming to Fairhaven House.

Sober Living-All residents living in a Fairhaven House home are to be addiction free. There is no tolerance for the use of Alcohol, Drugs, or nicotine. There is not to be any gambling or the viewing of pornography on and off premises.

Background Check-Applicant must agree to a Criminal Background Check. Applicant must have no felony convictions of a sexual or violent nature. Any exceptions will be handled on a case by case basis. If it is determined that an applicant who has become a member has been dishonest on any portion of their application, resident will be given 20 day notice to vacate with no refund of security deposit.

Interview and Testing-Applicant must interview with the Landlord and take an urinalysis and breathalyzer test prior to acceptance as a member. Failure to pass all tests will result in termination of any proposed rental arrangements.

Follow Guidelines-Applicant must be willing to follow all program rules and guidelines.

Assault Policy Statement

It is the policy of Fairhaven House to prosecute all individuals who harm a staff person intentionally, regardless of the situation or location. Any person assaulted is required to file a police report regardless of the incident.

Policy For Seizure

Residents found with possession of illegal drugs, paraphernalia, or any dangerous weapons will be reported to police and expelled from Fairhaven House immediately with no refund of security deposit.

Exit Policy – Personal Possessions

If a member ever chooses (or is required) to leave the Fairhaven House home, they have 3 days to remove all of their personal belongings. They may not drop by unexpectedly, but must call the management and arrange a time to get their belongings. After 3 days, any unclaimed property will become part of Fairhaven House property to dispose of at its discretion.

Exit Policy – Security Deposit

If a resident is required to leave the Fairhaven House home because of violation of rules, they are not entitled to a refund for any security deposit, and if they owe rental fees they will be reported to credit report agencies.

Program Expectations

You Are Expected To Act Like An Adult, which means:

Respect-To respect yourself, housemates, and staff. Complaining, backbiting, and rude behavior will not be tolerated.

Honest-To be honest and truthful.

Moral Standards-To respect the moral values and standards of Fairhaven House at all times. Residents are required to be Christians upon entering a Fairhaven House home and should act and live a life accordingly.

Privacy-To respect each other’s right to confidentiality and privacy.

Policy For Visitors

Any friends that are drinking or in active addiction will not be allowed on the property. If they come on Fairhaven House property they will be asked to leave. There cannot be guests in a resident’s room unless it is family. There is to not to be any sexual behavior taking place a room. The door must be kept open.

Child Visitation Guidelines

Arrangements must be made with management prior to children residing or visiting the property. Waiver must be signed in advance.

Observed child abuse will be reported to child protective services.

Children under the age of 12 may not be left alone or in the care of other Fairhaven House resident. School age children must be enrolled in school and attending daily.

Children must leave by 9:00 pm on Sunday thru Thursday and by 11:00 pm on Friday and Saturday nights.

Children are allowed to visit four times a month.

I have reviewed the above Fairhaven House Policies and agree to abide by the policies contained herein:

Signature of Applicant: _____

Date _____

Signature of Management: _____

Date: _____

Fairhaven House Program Rules & Guidelines

1. Drugs, Alcohol, Smoking-The use of, or possession of, controlled substances and/or alcohol is prohibited. Gambling and the viewing of pornography are prohibited. Smoking/chewing is prohibited. Any resident that violates these guidelines will immediately receive a 20 day notice to vacate and loss of security deposit.
2. Weapons-Weapons-guns, large knives, brass knuckles are prohibited. Failure to comply with this rule will result in immediate removal of resident and loss of security deposit.
3. Television-The viewing of television, movies, and the listening of music should be appropriate for a faith-based house. TV shows, movies and music with excessive sexual innuendos or excessive cursing is not allowed. If residents desire a cable box in their room, they must pay a refundable \$75 deposit.
4. Internet-Residents are allowed to use the house computer as long as it is not excessive and used for constructive purposes (playing computer games more than a few minutes is not constructive), does not interfere with other resident's use, not reflective of addictive behavior, and they are not visiting gambling, dating, or sexually explicit web sites. Residents will be given a 20 day notice to vacate if they are found visiting pornography sites or erasing browser history on any computer. More Computer Use guidelines are attached.
5. Complaining-Gossip, murmuring, grumbling, challenging the management and other negative behavior is subject to residents receiving a 20 day notice to vacate.
6. Property-As responsible adults, residents are expected to show respect for each other's property, including food. "Borrowing food" without the owner's permission is stealing. Theft may result in fines, arrest, and/or expulsion and loss of security deposit.
7. Destruction of Property-Destruction of Fairhaven House property may result in arrest, expulsion, and payment for all damages and loss of security deposit.
8. Breath and Urine Tests-Residents may be required to take breath and/or urine analysis tests at any time without warning. Residents must take test within 30 minutes and cannot leave premises, or be alone, during this 30 minute period. Refusal to take test on request, or a positive on any test, will result in 20 day notice to vacate and loss of security deposit.
9. House Chores-Residents will work together to keep house and yard clean.
10. Cooking and Food-Residents are not allowed to use hotplates, crock pots, microwave ovens, toasters, toaster ovens, rice cookers, electric skillet, or any other device which heats and cooks food in their rooms. Food is not to be stored in bedrooms.
11. Rooms Clean-Residents must keep their rooms reasonably clean. Residents give permission for their room to be inspected by management without notice. All inspections will be done with resident present during inspection. Refusal to allow inspection can lead to 20 day notice to vacate and loss of security deposit.

12. Laundry/Cleaning Supplies/Toilet Paper-Residents provide their own laundry soap and toilet paper. Residents are to wash full loads of clothing. Residents are to work together in providing cleaning supplies to keep house clean. Residents are to honor laundry times.
13. Personal Property-Storage space is limited. No furniture or large items are allowed on the property without prior approval. Residents must remove all personal property from the premises (within 3 days) upon leaving, whether voluntarily or upon dismissal. Any personal property not removed within here days will be donated.
14. Noise Limits-Keep noise within limits. Your right to enjoy yourself does not include a right to disturb others. Loud music will not be allowed.
15. Dress Code-Residents are to dress in an appropriate manner in public areas of the house, this means the wearing of shirts and pants in public areas.
16. No Pets-No pets are allowed.
17. Guests-Overnight guests are not permitted. All visitors must remain in the common areas of the home other than family members. No sexual activity is to take place. Visitors are expected to obey all the rules while visiting a resident. Visitors are to be in recovery themselves. Visitors are only allowed if there are other residents in the home.
18. Children-Parents are strictly liable for their children and their behavior while on Fairhaven House property. Parents agree to hold Fairhaven House harmless for any injuries/accidents or problems with their children during visitation. Children are allowed to visit four times per month. Children are at no time residents of Fairhaven House. See other visitation guidelines.
19. Motor Vehicles-All residents who desire to drive/operate a motor vehicle must have a valid driver's license as well as current liability insurance, and proper vehicle registration. The insurance must be kept up to date. Residents are only allowed to have one vehicle on the property. Inoperable or unlicensed/unregistered automobiles may not be parked or stored on the property. Violation of this policy will result in the towing of the vehicle to a storage facility. Residents will be responsible for all fees.
20. House Temperature-The heat must be kept at reasonable levels: 68 degrees during the day and 65 degrees at night. House residents are not to change heat settings. A resident is never to have a portable heater in their room. Residents found using a portable heater in their room will have the heater immediately removed and will pay a \$25 fee.
21. House Repairs-House repair needs must be reported to the management immediately. Residents are responsible for any damage caused by their carelessness and/or not reporting repairs needed.
22. Rent-Rent is to be paid in full by the 1st of each month. Rent not paid by the 3rd will incur a \$25 late fee. Rent not paid by the morning of the 4th will result in immediate expulsion and loss of security deposit.
23. Length of Stay-This housing program is a month-to-month residency. Residency will automatically be terminated at the end of the month unless resident gives management 20 day notice of their intentions. Residents are allowed to be residents for up to one year.

- 24. Residents Voted Out: If there is a unanimous vote by all house residents that a resident should be removed because of violations of these guidelines, the resident will have 20 days to vacate premises.
- 25. Liabilities-The undersigned recipient agrees to release and hold harmless Fairhaven House or any of its agents or employees from liability for any injury or damage to any personal property or person happening on or about the premises being occupied, or for any injury or damage to the premises or to any personal property of the undersigned or of any person contained herein. Also, the undersigned recipient understands that Fairhaven House is not responsible for any personal property left and abandoned (not picked up within 3 days) when their room is vacated.
- 26. Updates-Program rules and policies are subject to updates. Residents will be advised of upcoming changes. If residents do not want to abide by changes, they may choose to leave the following month.

I have reviewed the above Program Guidelines and Rules, and agree to abide by the rules contained herein and understand that if my rental agreement is terminated because of violating these guidelines I lose my security deposit of \$200. I also understand that \$100 of my deposit is a non-refundable application and background check fee.

Signature of Applicant: _____

Date _____

Signature of Manage or Housing Director: _____

Date: _____

Fairhaven House Computer/Internet Usage Policies

Each Fairhaven House resident is assigned a unique login username and password by management. The password is not to be shared with any other member and is not to be changed by anyone except management.

Each Fairhaven House resident is to log into their own personal user account prior to using a computer. Resident are to log out of their account when they are no longer using a computer. Residents are to understand that their in-house computer activity is being monitored and understand that monitoring may be installed on their personal computer.

The main purpose for computer usage is for residents to obtain employment and educational purposes. Residents are not to visit any gambling, pornography, dating, or any other web sites that would be inappropriate for a faith-based house. Excessive use of Facebook is not allowed. Any computer gaming is to be limited to a few minutes a day.

Residents are not to erase their browsing history on in-house or personal computers. Residents caught erasing their histories are subject to receiving a 20 day notice to vacate. Due to the fact that residents are to log out of their user account when done using the computer, if there is inappropriate web sites found in the Internet browsing history it will be assumed that the resident is one who visited the inappropriate site.

Residents who have their own computers/laptops are subject to all the guidelines above.

Disciplinary Action

If any resident is found to be guilty of any of the above guidelines they lose computer usage or may receive a 20 day notice to vacate.

I have reviewed the above Fairhaven House Computer/Internet Usage Policies and agree to abide by the policies contained herein:

Signature of Applicant: _____

Date _____

Signature of Management: _____

Date: _____

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Fairhaven House Medication Letter

Fairhaven House is a low income clean & sober housing program for individuals who have had alcohol, drug, or other addictions. We have several guidelines for individuals to live in our homes to create a safe environment for those who desire to overcome their addictions and other issues in their life.

We require our Fairhaven House residents who are prescribed any narcotic medications to provide this letter to their physician/dentist informing their caregiver that they have had addiction issues in the past or that they live in a clean & sober house.

We also require our Fairhaven House residents to have their caregiver stat that in their professional opinion, there is no alternative or suitable non-narcotic pain medication for the condition, and to state the length of time the patient should be on their prescribed medication.

Thus _____ our Fairhaven House resident has provided you with this letter giving you permission to answer the following questions.

I, _____, a doctor, dentist, psychologist with
(Name)

_____ hereby state that my patient listed below has been prescribed
(Agency)

the following narcotic medications: _____.

The patient listed below will be on this narcotic medication for the following length of time:

Please circle: Stated on prescription _____ days, weeks, months

Signature of Physician: _____ Date: _____

Signature of Fairhaven House Member: _____ Date: _____