

# Fairhaven House

## Fairhaven Transitional Housing-Discipleship Program

### 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 at the residence listed below.

**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: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex:  Male  Female Social Security No. \_\_\_\_\_

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

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

Do you have children? If so, how many? \_\_\_\_ Ages \_\_\_\_\_

Are you a convicted sex offender? \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No If "yes", please explain \_\_\_\_\_

Are you currently attending a church? If so, the name of the church, contact person, phone number.

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  Other Addiction: \_\_\_\_\_ Sobriety Date: \_\_\_\_\_

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

Name of program: \_\_\_\_\_

Contact Information: \_\_\_\_\_

If you have been in alcohol/drug/other addiction treatment, either in-patient or out-patient within the last three years, give the name of each program (i.e. detox, treatment center, transitional house, halfway house, hospital), the dates you attended, contact info, and the reason for leaving. (If additional space needed, write on back.)

\_\_\_\_\_  
\_\_\_\_\_

Are you currently in a self-help out-patient recovery program, i.e. AA, NA? Yes No If "yes",

Name of program(s): \_\_\_\_\_ How many meetings do you attend per week? \_\_\_\_\_

Name, meeting day/night, and location of home group: \_\_\_\_\_

\_\_\_\_\_

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

**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 Disability Payments of \$ \_\_\_\_\_ per month.

[ ] Other (explain) \_\_\_\_\_

Employer's name/address/phone: \_\_\_\_\_

\_\_\_\_\_

Job Description: \_\_\_\_\_ Weekly net income: \$ \_\_\_\_\_ How long there? \_\_\_\_\_

List sources and amounts of other weekly income: \_\_\_\_\_

**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 not a tenant of the Fairhaven House but is a member of the sober community which is the house as listed on this application. Members do not pay rent, they pay membership dues. Members are involved in a discipleship program that promotes sobriety.

*Such a resident is NOT entitled to any of the rights or protections which a tenant would be entitled to under Washington law.*

I have read the above notice and I understand that I am applying for membership in a Fairhaven House as a member of a sober community and not as a tenant. I agree to abide by the Fairhaven House principles and fully subject myself to the rules of the house for which I am accepted, which rules may include periodic drug testing. I understand that I am subject to immediate expulsion from the house if 1) I use alcohol or drugs (other than prescribed medication), gambling, pornography; or 2) I fail to pay my share of house expenses; or 3) I engage in violent behavior; or 4) I provided misleading information on this application.

I understand that I am subject to immediate expulsion from the house by a majority vote of residents if 1) found to be in non-compliance with any Fairhaven rules or structures, 2) found to be unwilling to be respectful to other members.

I understand that if I leave voluntarily and at least two weeks notice is given at a regular house meeting, my deposit, if any, will be returned after deductions for any unpaid house expenses, fines, damages for which I am responsible. If less than two weeks 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.

Member sign \_\_\_\_\_ Manager sign \_\_\_\_\_

I understand that my monthly service fee/membership dues 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, unless payments are arranged with Fairhaven management. I also agree to paying a security deposit of \_\_\_\_\_, which will be paid in full within \_\_\_ months of date of occupancy. I understand that my security deposit will be refunded minus any outstanding dues and/or fines.

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 for membership in Fairhaven House, that I agree to a Criminal History Background check, and that I agree to abide by said conditions should I be voted in as a resident of this house.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

**This application was reviewed with the applicant and he/she acknowledged the IMPORTANT NOTICE and requirements for membership into Fairhaven House set forth above and agreed to abide by same.**

Dated: \_\_\_\_\_ House Manager Signature: \_\_\_\_\_

# **Fairhaven House-Proyecto Puerta Abierta Policies**

## **Entry Requirements**

Living in Fairhaven House homes is an opportunity to promote change. Members must be involved in activities to promote changes in their life. If at any time the Program Director or House Manager does not feel a member is making progress, a meeting will be held with the Program Director to review their progress and to see if continued residency at Fairhaven House will be granted. An example of not making progress in recovery is if a member spends all day watching TV instead of doing productive activities, i.e. going to twelve step meetings, attending more than one Bible Study, volunteering time at meeting hall, feeding the homeless, etc.

Applicant must agree to a Criminal Background Check. If it is determined that an applicant who has become a member has been dishonest on any portion of their application, membership will be terminated immediately with no refund for membership dues.

Applicant must be willing to follow program rules and guidelines.

Applicant must have had limited housing options before coming to Fairhaven House.

Applicant must interview with the Program Director and/or House Manager and take an urinalysis and breathalyzer test prior to acceptance as a member. Failure to pass both tests will result in termination of any proposed membership arrangements.

Applicant must have no felony convictions of a sexual or violent nature. Any exceptions will be handled on a case by case basis.

## **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. This policy is essential to ensure the safety of all staff as well as to hold accountable the individual guilty of the assault. Any staff person assaulted is required to file a police report regardless of the incident.

## **Policy For Seizure**

It is the policy of Fairhaven House to confiscate any items that are harmful to members or individuals living in the Fairhaven House home. Members found with possession of illegal drugs or paraphernalia will be reported to police and expelled from Fairhaven House immediately with no refund of membership dues or 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 House Manager and arrange a time to get the belongings. After 3 days, any unclaimed property will become part of Fairhaven House property to dispose of at its discretion. If a member leaves

the premises because of failure to pay membership dues, and does not take the property with them at time of departure, the property becomes the possession of Fairhaven House.

### **Exit Policy – Membership Dues**

If a member is required to leave the Fairhaven House home because of violation of rules, they are not entitled to a refund for any membership dues paid or deposits.

### **Program Expectations**

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

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

To be honest and truthful and sincerely working on recovery.

To choose friends and activities that lead to your success. If the House Manager or Program Director feels your choice in friends are those who are not sober, you are subject to disciplinary action or expulsion from the house.

To obtain a job and/or educational goals within your first month as a member and maintain employment the entire time you stay at the house, unless the member is on disability.

To participate in household chores and duties as assigned.

To respect the moral values and standards of Fairhaven House at all times. Even though members are not required to be Christians upon entering a membership, they are required to have behavior that would not be contradictory to Fairhaven House standards or that directly challenges the Biblical principles of Fairhaven House.

To respect each other's right to confidentiality and privacy.

To focus on recovery, not on developing intimate relationships with the opposite sex.

### **Policy For Visitors**

Any person that visits on a regular basis will be expected to fill out a visitor's information sheet. Their name will be run for criminal history and an outstanding warrant check. Any visitor with violent offenses within the past 5 years, or drug offenses in the last year, may be precluded from visiting. 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 or the police will be called.

**Child Visitation Guidelines**

Arrangements must be made with House Manager or Program Director 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 members. School age children must be enrolled in school and attending daily.

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

Children are allowed to visit four times a month.

Parents must take their children with them if they leave the premises overnight. They may not leave them with other members.

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

Signature of Applicant: \_\_\_\_\_

Date \_\_\_\_\_

Signature of Manager or Program Director: \_\_\_\_\_

Date: \_\_\_\_\_

## **Fairhaven House-Projecto Puerta Abierta Program Rules & Guidelines**

1. The use of, or possession of, controlled substances and/or alcohol is prohibited. Gambling and the viewing of pornography are prohibited. Smoking on property is prohibited. Instances of noncompliance will result in a termination of services and membership. A NO tolerance policy is strictly enforced. (Smoking is an addiction and members are strongly encouraged to get help to quit smoking.)
2. Weapons of any kind are prohibited. Failure to comply with this rule will result in expulsion.
3. Members understand that recovery is about more than alcohol, drugs, gambling (excessive purchases of lottery tickets is seen as gambling), sex addiction, or food addiction. It is about walking in recovery in ALL areas of life.
4. 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. Members are not to be watching TV throughout the day.
5. Members are allowed to use the house Internet service as long as it is not excessive, does not interfere with other member's use, not reflective of addictive behavior, and they are not visiting gambling, dating, or sexually explicit web sites. Members are subject to immediate dismissal if they are found visiting pornography sites or erasing browser history on any computer. Individuals who are accessing Internet service with their own computer give the House Manager or Program Director permission to view their browser history at any time.
6. There are no restrictions to members using the house phone, but their use should not interfere with others using the phone, and no illegal activity is to be discussed over the phone.
7. Gossip, murmuring, grumbling, questioning leadership, and other negative behavior is subject to disciplinary action with the potential of being expelled from the house.
8. As responsible adults, members are expected to show respect for each other's property, including food. Theft may result in fines, arrest, and/or expulsion.
9. It is understand that some members may be more introverted and desire more 'alone time' However members are not to 'hide out' in their rooms. Members who have more alone time are more likely to be tested more often than others, and have more room inspections.
10. If a member is not in a current romantic relationship, they are strongly encouraged to not seek a relationship without seeking counsel from the House Manager or Program Director. If a member chooses to date they should select dates that demonstrate godliness, high moral character and biblical principles in their life. If a potential is in a relationship prior to becoming a member, they need to determine if the relationship is in their best interest in regards to recovery.

- 11.** If a member becomes aware of inappropriate behavior of another member that may be harmful to the recovery of others or to the Fairhaven House program, the member is to report such behavior to the Program Director or House Manager immediately. Failure to do so is cause for disciplinary action. This does not give members permission to focus on others recovery instead of their own recovery. Members found to be preoccupied with others recovery, instead of their own, are subject to expulsion.
- 12.** Destruction of Fairhaven House property may result in arrest, expulsion, and payment for all damages.
- 13.** Upon requests by the House Manager or Program Director members may be required to take breath and/or urine analysis tests at any time without warning. Failure to do so on request will result in termination of services. Residents must take test within 30 minutes and cannot leave premises, or be alone, during this 30 minute period.
- 14.** Members are required to attend a spiritual service on Sundays at either 5pm or 7pm at Seattle Open Door Church and in-house Spiritual Study once a week. Failure to comply with these requirements may result in a \$10 fine, disciplinary action, or expulsion.
- 15.** Attendance is required at house meetings. If you are unable to attend, let the House Manager or Program Director know at least 24 hours in advance. Failure to attend may result in a \$10 fine, disciplinary action, or expulsion.
- 16.** The House Manager assigns household chores. Each person is responsible for keeping their assigned area clean. Failure to do assigned chores and duties may result in a \$5-\$25 fine and other disciplinary action. Besides assigned household chores, members may be requested to help with dump runs, landscaping, moving furniture within the house, etc.
- 17.** All new members will establish personal goals and objectives within the first two weeks of membership. Members will be assigned a mentor or will provide evidence that they have a sponsor to help them fulfill their personal goals and objectives. Members will sign a release to allow their mentor or sponsor to speak with the Program Director and/or House Manager.
- 18.** Unless members are physically or mentally disabled to the point of not being able to work, they are to make every effort to be gainfully employed. Members are to fill out logs to verify they are actively looking for employment. If they are not actively looking for employment they must be taking courses to help improve their chances of being employed. Individuals who are not currently working or attending school will be required to help with additional duties at the house.
- 19.** All members will establish a budget within the first two weeks of residence. Budgets will be reviewed with the Program Director or House Manager. Every month, members will present evidence that they are living within their budget. If a member's income or expenses change, they will meet with Program Director or House Manager to create a new budget.

20. Members will have a mandatory one-on-one individual meeting with the Program Director, House Manager, or their assigned mentor once per week. It is the responsibility of each resident to schedule the meeting time. No shows are unacceptable and can result in disciplinary action.
21. Members may come and go each day as they please. There is no blackout period unless it is for disciplinary purposes. There is a 11pm curfew. Members must stay an average of (5) five nights a week at the home; this must be their primary place of residence. (Exception-the first 30 days a member cannot be away from the house overnight.) It is required that members let the House Manager know if they will be gone more than 24 hours. This notice is to be given at least 6 hours in advance.
22. Cooking is not allowed in bedrooms. Members are not allowed to use hotplates, crock pots, microwave ovens, toasters, toaster ovens, rice cookers, electric skillets, or any other device which heats and cooks food in their rooms.
23. Members are not allowed to have personal heaters in their room unless approved by the House Manager or Program Director. Members may have to pay an additional house fee to cover the additional electricity costs.
24. Members are not to do any improvements/repairs/changes in their room unless approved by House Manager or Program Director.
25. Members must keep their rooms reasonably clean. Odor, garbage and clutter affect everyone else and can contribute to fire damage and /or attract rodents and insects. Members who do not keep their rooms reasonably clean may be fined \$10 and possibly other disciplinary action. Members give permission for their room to be inspected (with their presence) without prior notice.
26. Storage space is limited. No furniture or large items are allowed on the property without prior approval. Members must remove all personal property from the premises (within 7 days) upon leaving, whether voluntarily or upon dismissal.
27. Keep noise within limits. Your right to enjoy yourself does not include a right to harass others.
28. Members are to dress in an appropriate manner in public areas of the house.
29. No pets are allowed without prior approval of House Manager and Program Director.
30. Overnight guests are not permitted. All visitors must remain in the common areas of the home. Any intimate behavior is to be limited. Visitors are expected to obey all the rules while visiting a member. No guests are permitted without the prior approval of the House Manager. Guest privileges are permitted on a case by case basis and are subject to a background check.
31. Child visitation must be approved by the House Manager or Program Director. 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 members or residents of Fairhaven House.

- 32.** All members who desire to drive/operate a motor vehicle must have a valid WA driver's license as well as current liability insurance. The insurance must be kept up to date.
- 33.** Members are only allowed to have one vehicle on the property. Inoperable or unlicensed/unregistered automobiles may not be parked or stored on the property, on, or in, any parking area provided on the property, nor on any street or alley serving the property. Violation of this policy will result in the towing of the vehicle to a storage facility or left on the highway as an abandoned vehicle. Members will be responsible for all fees.
- 34.** House members are not to change heat settings without permission of management.
- 35.** House repair needs must be reported to the Program Director or House Manager immediately. Members are responsible for any damage caused by their carelessness and/or not reporting repairs needed.
- 36.** Membership Dues are to be paid in full by the 1st of each month. Membership Dues not paid by the 5<sup>th</sup> will incur a \$25 late fee and member will receive a 3-day notice to leave. Failure to pay full dues and late fee by the 8<sup>th</sup> will result in expulsion and no refund of any deposits paid.
- 37.** Members must pay all house imposed fines by the 1<sup>st</sup> of the month. If fees are not paid by the 1<sup>st</sup>, members will be given a 3-day notice to leave. Failure to pay all fines due by 4<sup>th</sup> day of the month will result in expulsion and no refund of any deposits paid.
- 38.** Members are allowed to stay in the program for a maximum length of 18 months. Extensions will be granted on a case by case basis.
- 39.** If a member is expelled from the house because of being in violation of these rules, they may apply to become a member again after 30 days. They will need to meet with the Program Director on a regular basis during the 30 days and approved by a majority vote of the house membership. Normally the house membership votes no on expelled members returning.
- 40.** 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 7 days) when their room is vacated.
- 41.** Program rules and policies are subject to be updated. House members will be advised of upcoming changes. If house members do not want to abide by changes, they may choose to leave the following membership period.

**Additional Requirements for those who have been given exceptions to Fairhaven House Entry Requirements**

Applicant \_\_\_\_\_ has been given exceptions.

1. Applicant will be on a \_\_\_\_\_ day blackout. The blackout requirements will be:

- Applicant will only be able to leave premises with another member unless they are going to work. Applicant will need to provide hours of employment and provide travel time information. Applicant may be tested every time they come home from work.
- Applicant will not be able to use house or personal cell phone unless they are in the presence of House Manager or Program Director.

2. Applicant exceptions:

I have reviewed the above Program Guidelines and Rules, and agree to abide by the rules contained herein:

Signature of Applicant: \_\_\_\_\_

Date \_\_\_\_\_

Signature of Manage or Program Director: \_\_\_\_\_

Date: \_\_\_\_\_

**Fairhaven–Projecto Puerta Abierta  
Medication Policy**

Any member prescribed narcotics by a physician must have a letter from a physician acknowledging that the care-giver is aware that the patient is a recovering alcoholic or drug addict and that, in their professional opinion, there is no alternative or suitable non-narcotic pain medication for the condition. The letter ought also to state the length of time the patient should be on their prescribed medication.

All medication issues need to be brought to the attention of the House Manager including, but not limited to, narcotics or pain medication. A list of each member’s medication type and dosages must be submitted by that member upon admission to the house to assist responders in the event of a medical emergency.

Taking prescription medication in any manner or dosage other than that prescribed is considered a relapse with appropriate consequences. Taking over-the-counter medications at a higher dosage or more frequently than the manufacturer recommends may be considered a relapse.

Sharing prescription medication or the taking of another member’s medication, with or without their permission, is not only a relapse, it is against the law.

It is suggested that members keep their medications out of sight to avoid relapse triggering by other house members.

Members taking medications for mental health issues are stay on their medications unless they have a signed release from their doctor stating they no longer need to take their medications.

I have reviewed the above Medication Policy and agree to abide by the policies contained herein:

Signature of Applicant: \_\_\_\_\_

Date\_\_\_\_\_

Signature of Manage or Program Director: \_\_\_\_\_

Date:\_\_\_\_\_

List Medications Below

## **Fairhaven House-Projecto Puerta Abierta Computer/Internet Usage**

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

Each Fairhaven House member is to log into their own personal user account prior to using a computer. Members are to log out of their account when they are no longer using a computer.

If members need to save data on the computer, they are to save it in their personal folder that can be found under the My Documents folder.

Members are not to visit any gambling, pornography, dating, or any other web sites that would be inappropriate for a faith-based house, this includes any personal computers.

Members are not to erase their browsing history. Members caught erasing their history are subject disciplinary action. Due to the fact that members 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 member is one who visited the inappropriate site.

### **Disciplinary Action**

If any member is found to be guilty of any of the above guidelines, they will be warned one time. On the second offense they will receive disciplinary action which may include the revoking of their membership. If a member has violated any Internet related laws, they are subject to having their membership revoked immediately and potential criminal charges.

Members who violate any of the above guidelines are subject to being permanently banned from using the Internet.

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

Signature of Applicant: \_\_\_\_\_

Date \_\_\_\_\_

Signature of Manager or Program Director: \_\_\_\_\_

Date: \_\_\_\_\_