

RESIDENT APPLICATION FORM –BREAKING THE CHAIN RECOVERY HOMES

Dated: _____

Name (First, Middle, Last): _____

Date of Birth: _____

Age: _____

SIN: _____

Manitoba Medical (Reg.#)
6 digits: _____
9 digits: _____

Circle One: Single Married Divorced Separated

Dependents (ages): _____

Current Address: _____

Cell Phone Number: _____

Current Contact Phone: _____

How did you hear about us: _____

Currently Employed (Circle): Yes No

How Long: _____

Address of Employer: _____

Pay Rate: _____

Type of Employment: _____

Your current occupation: _____

Are you receiving benefits: Yes No

From Whom: _____

Monthly payments: _____

Would you pass a drug test: Yes No

Drugs you have used lately: _____

Frequency of Use: _____

Types of drugs/alcohol used: _____

Date of Last Use: _____

Your drug of choice: _____

Sober Date: _____

Caseworker: _____

Caseworker Phone: _____

What is your history of alcohol and substance abuse:

List all arrests, convictions, sentences, prior prison or jail commitments, and probation history? (list places and dates – use blank paper if needed):

Circle One: Probation Parole Pretrial None

P.O. Name: _____

Phone: _____

Charges: _____

Supervision end date: _____

Have you ever been arrested for any sex crimes: Yes No If yes, Explain:

Are you under physician's care: No Yes

Dr. Name: _____

Phone: _____

How would you rate your level of physical activity: Inactive__ Active__

If active, please describe:

Date of last physical: _____

List all medical problems:

List all psychiatric problems:

Are you under the care of a behavior health facility: Yes No

Which one: _____

How long: _____

Do you possess meds? Yes No

Medications Prescribed: _____

Doctor/Case Manager Name: _____

Phone: _____

Diagnosis: _____

Have you ever attempted suicide? Yes No

Have you ever planned suicide? Yes No If yes, explain:

Did you read the lodging agreement and the rules? Yes No

Are you clear on what is expected of you? Yes No

Why do you want to come to Breaking the Chain Recovery Homes?

Are you willing and capable of working 40 hours a week of gainful employment: Yes No

Are you willing to work with a 12 step sponsor: Yes No

Are you willing to attend seven meetings per week (1/day): Yes No

In case of emergency notify:

Name: _____

Relationship: _____

Phone: _____

Address: _____

City: _____

Province: _____

Resident Name: _____

Resident Signature: _____

Date: _____

BREAKING THE CHAIN RECOVERY HOMES RESPONSIBILTY STATEMENT

I, (please print): _____, voluntarily enter into BREAKING THE CHAIN RECOVERY HOMES. understanding it is an alcohol and drug free facility. Please initial each line item that you understand your responsibilities.

1. will not use drugs or alcohol, or any mind-altering substances.
2. I agree to abide by the rules and regulations of the house as outlined in the Housing Agreement.
3. I will pay housing fees or rent on time.
4. I will attend the mandatory in-house meeting.
5. I will attend five 12-step meetings per week and have attendance sheet signed.
6. I agree to participate voluntarily in assigned work activities at the house.
7. I will only smoke outside the House.
8. I understand that, when I vacate the premises, I must take all of my belongings at that time. Any personal property remaining thirty days after my departure shall be given to other residents in need or otherwise donated.
9. I agree to return all keys to House Manager upon leaving the facility.
10. I understand that the house is not liable for loss or theft of my personal property, including money.
11. I understand that I will treat everyone with courtesy and respect, including the neighbors; and, in turn, I will be treated the same.

12. I have never been arrested or convicted of any sex crimes or arson.

13. The only regular visitors allowed on property are male sponsors. There will be no female visitors on property unless they are a family member. No unsupervised children on the premises. Visitors are allowed to be at the house a maximum of ½ hour.

14. At Breaking the Chain Recovery Homes, we have a 0-tolerance policy for any disruptive posturing, intimidation, drug dealing, harassment, prejudicial comments around anyone ethnicity and a NO BULLYING policy

I have read and understand the foregoing, and I have initialed all line items and understand that my failure to comply with this agreement may result in my being terminated from Breaking the Chain Recovery Homes.

Resident Signature: _____

Date: _____

Director/ House Manager: _____

Date: _____

HOUSE POLICIES - AGREEMENT

The undersigned understands and acknowledges that Breaking the Chain sober living homes is an alcohol and drug free shared housing property managed by Breaking the Chain Inc... The undersigned resides in the capacity of a tenant sharing a housing unit and not as a tenant with rights or possession of space exclusively.

The undersigned agrees to pay a sober deposit of \$200.00, due at the time of intake. Rent is \$535.00 to \$580.00, depending on the type of room and the income of the resident. Social Assistance is accepted for rent for the first 90 days in the house only, unless other circumstances exist as discussed with the house manager.

The following house policies are to be observed by all residents. These policies have been set forth by Breaking the Chain Recovery Homes Inc. to maintain a clean, safe, and healthy living environment for those in recovery and to those who are willing and ready to change their lives and transition back into society. Any infraction of these house policies could result in disciplinary action and automatic removal from the dwelling. The decision to stay at Breaking the Chain is based on each resident's behavior, and

our goals are to help each resident attain their goal of self-sufficiency by staying clean and sober and finding employment. The undersigned resident agrees to participate in and abide by the policies and rules set by Breaking the Chain Recovery Homes Inc. The undersigned agrees to vacate the shared accommodation when cardinal rules are violated. A vote of Breaking the Chain House members can have a resident removed from the house. This would first be brought to the attention of the house manager to determine just cause. The managing directors also have the right to evict a resident.

THIS AGREEMENT entered on this day of _____, between Breaking the Chain Recovery Homes and _____, regarding clean living residency at 231 Nassau St N, Winnipeg, Manitoba includes the following conditions:

1. All housing fees are due on the 1st of the month. If a resident moves from the house under emergency circumstances prepaid service fees remaining shall be refunded on a pro-rated basis. Any failure by resident to pay fee's when due, or failure to comply with any other of the conditions of this agreement allows Breaking the Chain Recovery Homes Inc. to immediately void this agreement. Any infraction of the house rules may result in the immediate termination of the tenant agreement and expulsion from the house, and forfeiture of any tenant fees.
2. Curfew: All residents who are working will be expected to return to the house by 10.00pm all workdays normally being Sunday to Thursday night and 11:00pm Friday and Saturday. One needs specific permission to leave any earlier than 5:00 am. or return after curfew. THERE ARE NO EXCEPTIONS SO LEAVE IN GOOD TIME TO MAKE IT BACK TO CHECK IN. Curfews are designed to help our residents change behaviors and learn new skills.
3. New Arrival Curfew: All new residents will return to the house by 10:30 p.m. every day. Attaining employment immediately will directly benefit each resident. (Min. 30 days and max. 90 days)
4. Medication: Breaking the Chain Recovery doesn't dispense medication.

NO NARCOTIC MEDICATIONS ARE ALLOWED WHILE LIVING IN HOUSE.

Policy prohibits taking mind altering medication. Residents sharing, misusing or receiving medication will be terminated without question. All medications need to be entered in medication log and bubble packed by the pharmacy.
5. Drug and Alcohol Use: Occupancy is made available on the strict understanding that the house is to be, at all times, drug and alcohol free. Should a resident use any illicit drug, consume alcohol, or take drugs not prescribed by a physician, the resident will be discharged immediately from the house. In addition, guests or visitors of a resident who are under the influence of any type of mind-altering substances are not permitted, at any times, in the house or on the grounds. Protecting and/or knowing a fellow resident is drinking or using may be cause for immediate dismissal.
6. House Liability: Breaking the Chain Recovery Homes is not liable for any personal property during or after the resident's discharge from the house. Personal property left for 30 days from discharge date will be removed from the premises. Breaking the Chain Recovery Homes Inc. assumes no responsibility for the personal property of the resident.

7. Payment Plans: Payment plans will be written for all residents that are \$200.00 or more in arrears in program fees. They will be written by housing coordinator and the resident together. Once resident agrees to the payment plan and signs the document, the document will be enforced. All pay stubs are to be shown to housing coordinator.8. Without director's written permission no resident will:
 - Install paneling, flooring, built in decorations, partitions or railings.
 - Drill or attach anything to the floors, walls or ceiling of the house.
 - Bring in any dish washing, heating, ventilating, or air conditioning units, or any water filled furniture.
 - All personal property not belonging to Breaking the Chain Recovery Homes Inc. is subject to insurance at resident's expense.
 - Put in any shades, blinds, window guards, and in or outside of the premises.
 - Permit the accumulation of refuse in the residential unit.
9. No loud music. MP3 Walkman type radios allowed. Loud and excessive noise disturbs other residents and will not be tolerated. The TV's will only be played at reasonable volume levels and violation of these rules will be considered disruptive behavior. Have respect for your neighbor.
10. Visitation: No visitors except for male sponsors and male spiritual advisors. Women are only allowed at the property if they are a family member. NO UNSUPERVISED CHILDREN ON THE PROPERTY AT ANY TIMES. Visitors must sign in and out with the House Manager. Visitors are only allowed in common areas.
11. Intimidation and/or violence. Any open or subtle hints of intimidation or violence towards residents or staff are grounds for immediate termination. No exceptions.
12. No smoking in the house.
13. No sexual activity in the house.
14. Housekeeping: Each resident is responsible for washing dishes immediately after eating. Sleeping areas are to be clean at all times. Residents are responsible for cleaning of all community living areas, such as, kitchen, bathroom, living room, den, patios, backyard & grounds, and laundry room. Resident will keep the premises clean at all times, and upon termination will leave the premises in as good of a condition as it was when this agreement was entered. All residents are assigned weekly house chores.
15. Community Service: Residents can work off community service at Breaking the Chain Recovery Homes INC approved by parole/probation officer. Housing coordinator or House Manager will supervise and sign off on all work.
16. Excessive Utilities: Be aware of abusing free utilities. Turn off all lights in rooms not being used. Washers and dryers are available for your use. Breaking the Chain Recovery Homes will pay all water, gas, heat, light, local telephone services, cable, and power to the house. Residents are not allowed to have hot plates, heaters, microwaves, and appliances in resident rooms. (Fridges will be included in all rooms).
17. Out of Bounds: Residents may not enter another person's room or staff areas without permission.
18. No Food Areas: Food will be eaten in the dining and living area only. No food in bedrooms.

19. Passes: Residents need to fill out a pass request form with a minimum of 48 hours' notice. A minimum of thirty days in the house is required. The Director will approve all passes based on performance in the house. All program fees must be current to be approved.
20. Work: We require all residents to work, volunteer or attend school approximately forty hours a week. Residents having trouble with acquiring employment are to ask staff for help. See employment opportunity sheet in your introduction package.
21. Sleeping: All residents must be awake, dressed, areas cleaned by 8:00 am on weekdays. Residents will not sleep in the living room. Lights should be out by 12:00 a.m. on weeknights.
22. House Activities: All residents will participate in all house activities including business meetings, group sessions, and weekly housekeeping duties. Mandatory workdays for all residents may be assigned for duties to maintain the house.
23. Mandatory House Meeting Attendance: All residents must attend weekly house meetings. (Time to be determined by group conscience of the house). It will be the same day and time every week).
24. Twelve Step Meeting Attendance: All residents must attend five 12 step meetings per week (A.A./C.A./N.A.) but are encouraged to attend meetings daily. The meeting attendance slips are to be turned in to the house manager at weekly house meetings. Mandatory meeting schedule is on the bulletin board.
25. Sponsorship: All residents will be required to get a 12-step sponsor within 14 days of move in and be actively working the 12 steps.
26. Outpatient Treatment Programs: All residents must attend all court and parole/probation ordered treatment plans.
27. Dress Code: All residents must be properly attired in the community areas.
28. Pornography/Gambling: No pornography/gambling in the house.
29. No pets: Residents are not permitted to have any pets.
30. Telephones: House provides free in-house telephone service. Residents are allowed 10 minutes maximum for each call. Telephone service is a privilege.
31. Weapons: No weapons of any kind are allowed on property.
32. Notice to vacate: A written thirty (30) day notice of intention to move and vacate is requested from all residents.
33. Grievances: If a resident have grievances towards another resident, he may call a meeting with the house manager/housing coordinator to discuss the grievance.
34. Sign In/Sign Out: All residents are required to sign out when leaving premises and sign in upon returning. (MANDATORY) especially as it pertains to fire codes, if there is ever a fire, first responders would need to know who is in the homes, so they know who to rescue if overcome by smoke.

35. Consequences: The staff of House reserves the right to enforce the following consequences for infractions of any, or all, of the above house policies. The consequences may include extra chores, restriction to the house, curfew changes, no passes, or termination of residency.
36. Vehicles: To operate and/or park a motor vehicle while residing at the facility, a valid driver's license, proof of insurance and registration are required. Copies need to be in file at the main office and house manager's office. They will be towed at your expense. If you own a vehicle and can't legally drive it, park it elsewhere. A parking spot with plug in is an extra 30\$/month.
37. Room inspections: Room inspections may be carried out at any time by the House Manager.
38. 2 weekend passes will be issued per month for residents who meet pass criteria. Any more than two will be subject to review by staff.
39. Television in the living room will be kept at a reasonable level and turned off by 12:00am
40. Back staff-door is not to be used by residents unless taking delivery for Breaking the Chain or removing garbage.
41. Residents are not to remove any of Breaking the Chain's property from the house without expressed permission from staff.
42. Residents employed by Breaking the Chain Recovery Homes Inc must be on job site and working by 8:00am and finished by 4:30pm.
43. Altering the house computer in any way is strictly prohibited. Computer usage is to be for resume building, job search and email only. Staff will manage residents time and access.
44. Resident's assigned chores must be completed daily and checked off before 11:00pm. Remember, you are responsible for your own mess, do not leave the house dirty with the expectation that an assigned chore person will clean.
45. Residents must be properly attired when outside the house. No bathrobes, blankets, etc.
46. Dishes are not to be left in kitchen sink or on counters. All dishes must be rinsed and put in the dishwasher. Pots and pans must be washed and put away immediately after use. No leaving dishes to dry!
47. All residents will comply with the random testing of illicit drug and or alcohol consumption. Residents will be automatically tested for drug and alcohol use on return from weekend pass.

PLEASE PRINT THE FOLLOWING:

I HAVE READ AND UNDERSTAND HOUSE POLICIES AND TENANCY AGREEMENT

RESIDENTIAL INFORMATION CONCERNING RESIDENT MAY BE SHARED WITH APPROPRIATE AGENCIES

Printed Name of Resident: _____

Dated: _____

Signature of Resident: _____

Dated: _____

Signature of House Manager: _____

Dated: _____