



Williams House & Sara's House
Recovery Residences

Personal Information Sheet

NAME _____ DOB _____

CELL # _____

NAME OF EMERGENCY CONTACT _____

PHONE # OF EMERGENCY CONTACT _____

DATE ENTERED RECOVERY: _____

How do you currently support yourself in recovery? _____

Are you on Parole? YES/NO If yes, please list charges and name & contact information of Officer.

Are you on Probation? YES/NO If yes, please list charges and name & contact information of Officer.

Are you currently on medication? YES/NO If yes, please list

Do you have any known food or medication allergies? YES/NO If yes, please list

Do you have a protective order due to domestic violence or other situations? YES/NO

If yes, who is protected? _____

Do you have a history of violence toward yourself or others? YES/NO

Have you been charged with or investigated for a sex crime? YES/NO

Do you have an open CPS case? YES/NO If yes, please explain and list contact information of caseworker. _____

Are there any concerns you think we should be aware of? YES/NO If yes, please explain

Do you have a communicable disease/serious medical condition? YES/NO If yes, please explain



Williams House & Sara's House
Recovery Residences

Occupant Agreement

The Alcohol & Drug Abuse Council for the Concho Valley (ADACCV) provides alcohol- and drug-free recovery housing to individuals with a history of substance use issue with a goal of initiating or learning to sustain long term recovery. Occupancy is made available to Occupants only for the period of time that they are active participants in good standing with all guidelines, rules, and regulations of ADACCV, including the:

- A. House Rules
- B. Phase System
- C. Recovery Support Policies
- D. Relapse Policy
- E. Grievance Policy
- F. Emergency Procedures

The undersigned individual living in the recovery residence, hereafter referred to as Occupant, acknowledges that he/she has received the House Rules, Phase System, Recovery Support Policies, Relapse Policy, Grievance Policy, and Emergency Procedures and understands the information contained herein is relative to the successful occupancy in ADACCV's recovery residences. The Occupant also agrees to comply with the following occupancy conditions:

1. Term of Occupancy Agreement

This Occupancy Agreement starts on _____ (Start Date) and ends on _____ (End Date) at which point the Occupancy Agreement is automatically renewed for an additional 30 days or until termination of the Occupant Agreement notice is given by either the Occupant or Organization.

2. Termination of Occupancy Agreement by Organization

This Occupancy Agreement is IMMEDIATELY terminated on the date of termination stated in the notice used by ADACCV housing staff to inform Occupant that he/she is no longer an Occupant in the recovery house. Occupant will vacate the recovery residence immediately on the date of the termination stated in Organization's notice.



Williams House & Sara's House
Recovery Residences

Occupant Agreement cont.

Reasons for immediate terminations and vacancies include, but not limited to, the Occupant:

- Returning to use of alcohol and other drugs and/or illicit use of prescription medications.
- Engaging in illegal activities.
- Threatening or conducting harm to self, others or property.
- Failure to maintain up to date Occupancy fee.
- Violation of any Organization rules.

3. Termination of Agreement by Occupant

When Occupant notifies Organization of his/her intent to move, Occupant shall create and submit a transition plan to ADACCV, including completion of *Agreement to Relinquish All Rights and to Vacate*. The intent to move must be submitted at least two weeks prior to the move out date.

Upon notice of termination of the Occupancy Agreement by Occupant, termination and exit date, if not indicated in the termination notice, will be established and documented on the *Agreement to Relinquish All Rights and to Vacate* form. If the Occupant fails to identify an exit date or complete this form, the Occupancy Agreement will automatically be terminated on the last date covered by Occupant fee. The Occupant will have until midnight on the submitted exit date or the last paid date to access the unit and remove personal belongings. On the following day the unit will return to ADACCV's vacancy stock, any remaining possessions will be removed from the unit by ADACCV, and the unit will be rehabilitated.

5. Monthly Occupancy Fee

Occupant's first week free of charge, including dates _____ thru _____.

Occupant's prorated payment of _____ will be due on _____.

Thereafter a money order payable to Organization is due by the fifth (5th) day of each month. Payments may be mailed/delivered to Organization at po Box 3805, San Angelo, TX 76902.

The Occupant's monthly occupancy fee under this Occupancy Agreement is **\$480.00**.

The Occupant's bi-weekly occupancy fee under this Occupancy Agreement is **\$260.00**.

The Occupant's weekly occupancy fee under this Occupancy Agreement is **\$140.00**.



Williams House & Sara's House
Recovery Residences

Occupant Agreement cont.

7. Entry of Occupant's Unit

Organization or its designees may enter Occupant's unit to perform security checks, routine inspections, maintenance, repairs, and/or improvements. Entry will be announced or scheduled in advance with the Occupant, except when there is reasonable cause to believe that an emergency exists, that the unit is in disrepair or at risk for disrepair, or due cause exists to believe contraband is being held in the unit.

8. Prohibited Activities

Occupant is not allowed to:

- a. Use or possess mood altering substances, such as alcohol, illicit drugs, or synthetic drugs, either on or off property.
- b. Have pets in his/her unit or on the premises.
- c. Make alterations or additions to his/her room or Organization property without prior written permission.
- d. Possess weapons or drug paraphernalia.
- e. Engage in illegal activities, including stealing.

9. Personal Property

Occupants are limited in the amount of personal property they may store at the recovery home. Personal property must be stored in designated areas in the sleeping rooms and/or assigned food storage area.

Occupant must purchase a locked storage box or "dorm safe" to store medications and valuables.

If Occupant moves out and/or is evicted, they must schedule a time with ADACCV staff within two weeks of the termination date to collect any belongings that left behind. If belongings are not picked up at a pre-scheduled time, ADACCV has the right to release Occupant's belongings to a charitable organization of ADACCV's choice, and the Occupant agrees to relinquish all rights to that property. In addition, Occupants should file a change of address with the post office within two weeks. If past two weeks, the mail will be discarded.



Williams House & Sara's House
Recovery Residences

Occupant Agreement cont.

10. Food Storage

Occupant will be assigned areas for cold and dry food storage. Occupants should also label individual food items with name or initials. USE OF ANOTHER OCCUPANT'S FOOD IS CONSIDERED THEFT and MAY BECOME GROUNDS FOR EVICTION.

No open food or drinks should be kept in Occupant units for purposes of pest control. Each Occupant is responsible for cleaning all dishes used to prepare and eat their food, as well as and spills, etc.

11. Organization's Liability.

Organization is not liable for any damage, injury, or loss from any cause to Occupant's property or to persons who occupy his/her unit, and Occupant hereby releases Organization from all liability for such damage.

By signing below, I hereby certify and state that I have read and fully and completely understand this Agreement and the rules and policies therein, and sign this Agreement knowingly, freely, and voluntarily.

- A. House Rules
- B. Phase System
- C. Recovery Support Policies
- D. Relapse Policy
- E. Grievance Policy
- F. Emergency Procedures

PRINTED NAME OF Occupant: _____

Occupant SIGNATURE: _____ **DATE:** _____

PRINTED NAME OF STAFF: _____

STAFF SIGNATURE: _____ **DATE:** _____



Williams House & Sara's House
Recovery Residences

House Rules

Schedule

1. Occupants must be out of the house from 10:00am to 3:00pm and must be actively seeking employment, schooling, or volunteer work Monday through Friday. This should continue until they are working a job or community service for no less than 20 hours a week and no more than 40, or have begun school for a minimum of 12 credit hours.
2. Occupants that are meeting the above requirement through work, school, or volunteering are permitted to be in the house on their days off.
3. If Occupant has a medical reason to be in bed, the house manager must be notified before getting into bed.
4. Occupants must be home by curfew. Curfew is designated by phase.
5. All required meetings and groups must be attended. If Occupant's job or volunteer work interferes with ADACCV scheduling (house meetings, meditation, etc...) exceptions must be pre-approved by ADACCV staff.
6. Passes: Passes away from ADACCV are given by phase. ADACCV staff will review and either approve or deny all passes during team meetings.
 - a. Occupants must be reachable during passes.
 - b. Occupants must return prior to the House Meeting.
 - c. Occupants must follow all program rules and commitments while on pass.

Required Meetings and Groups

7. In addition to Recovery Supportive meeting requirements, each Occupant is required to attend the house meeting, where Occupants and the house manager come together to connect and support each other in their recovery, as well as work together to solve any issues in the house. Occupants must bring their meeting sheets and discuss how they have been meeting their recovery goals that week.
8. Please arrive at each group 5 minutes early and refrain from eating and wearing sunglasses or hats during meetings.

Cleanliness and Property Upkeep

9. Occupants are required to respect all ADACCV property and personal property of others.
10. All rooms are to be kept neat and orderly at all times. Beds should be made before 10 am and personal items should be put away in designated places.
11. Each house has a chore list and an appointed chore captain. Every Occupant must complete their chore before the assigned time.



Williams House & Sara's House
Recovery Residences

House Rules cont.

12. Occupants must clean up after they cook or prepare food.
13. Occupants are not allowed to have food or drink in their rooms with the exception of water.
14. Windows, doors, and screen doors are to remain closed; do not adjust the thermostat.
15. Occupants are only allowed to sleep in their own beds in their living quarters and must remain in the residence between curfew and morning.
16. Occupants should not allow other Occupants to use or drive their personal vehicle.

Medication

17. All medications must be kept in Occupant's own lock box.
18. All prescribed medications must be pre-approved by ADACCV staff.
19. Over the counter medications that are mood altering, including but not limited to sleep medication and diet pills, will not be allowed.
20. Occupants are not permitted to share medication with other Occupants.
21. Sleep medications must be taken within 30 minutes of going to bed.
22. Occupants must inform staff of any changes in medication dosage, prescription, frequency, etc. Occupants are expected to be medication compliant. If you wish to discontinue a medication, you agree only to do so under a doctor's care/orders.
23. If there is concern registered that a medication is not being taken or that the medication is being misused ADACCV staff must be allowed to conduct a medication count in the presence of the client.
24. Occupants must check with a doctor and ADACCV staff before taking any supplements or pre-workout.

Community

25. If/When Occupants observe another Occupant putting their sobriety at risk with unhealthy behaviors, they should address the behavior and speak truth to the community.
26. Occupants agree to hold other Occupants accountable when they are breaking the rules and in turn, be open to being held accountable by the community.
27. If Occupants have a disagreement or resentment towards another Occupant, they should discuss it openly with them in an environment, such as the weekly house meeting.
28. Occupants should refrain from gossip, which destroys trust and feelings of safety within the community.
29. If/when a Occupant suspects or becomes aware that another Occupant is using drugs or alcohol, he/she should notify staff immediately so that the other Occupant can be helped and the community can be protected.



Williams House & Sara's House
Recovery Residences

House Rules cont.

30. Occupants should never take anything in the home that does not belong to them, including, but not limited to food, clothing, electronic devices, cell phones, personal hygiene products, money, jewelry, or any other personal item.
31. Occupants should seek to handle conflict in a constructive manner and agree to refrain from aggression or violence of any kind, including yelling, shouting, physical contact, threats (both direct and indirect) or any behavior intended to intimidate another.
32. Occupants should never bring or possess any kind of weapon on ADACCV property.

Visitation

33. All visitors must be cleared your House Manager before inviting your guests. Visitation is at the House Manager's discretion.
34. Visiting is allowed in house common areas and immediate grounds. No guests are allowed in bedrooms.
35. Occupants who have been evicted from the Recovery Residence will not be on the premises until approved by ADACCV staff. Any former Occupant that is evicted is to have no contact with current Occupants. Exceptions can be made at the discretion of ADACCV staff.
36. Visitors are to be accompanied by an Occupant at all times.
37. Visitors will be required to leave the premises by 10pm.
38. No pets.

Good Neighbor Guidelines:

39. Properly dispose of any cigarette butts or trash.
40. Maintain an appropriate noise level for residential neighborhood.
41. Treat all neighbors and visitors with respect, avoiding lewd language or behavior.
42. Park vehicles in the house driveway or in front (SH) or side (WH) of the house on the street.
43. Avoid congregating in the front yard, except when doing so is in line with what is generally seen in residential neighborhoods (ex. Visiting quietly on the front porch, etc.)

I understand that continued violation of these agreements may lead to my eviction from ADACCV sober living.

Occupant Print: _____ Date: _____

Occupant Signature: _____ Date: _____

ADACCV Representative: _____ Date: _____



Williams House & Sara's House
Recovery Residences

Phase System

The phase system is designed to offer the maximum amount of support to Occupants just entering the recovery residence and to gradually increase both responsibility and privileges as the Occupant progresses through meeting recovery goals.

Phase I (Entry-30 days) Requirements:

1. Phase I Curfew: Sunday – Thursday 10:00pm. Friday and Saturday 11:00pm.
2. Occupants may not take any overnight passes except for legal or medical reasons, which will be reviewed by staff.
3. Develop a Recovery Plan with ADACCV staff within 7 days.
4. Attend four recovery supportive programs per week and find a sponsor within seven days.
5. Actively seek employment, educational needs or volunteer for a minimum of 20 hours per week and a maximum of 40.
6. Attend all house meetings and provide updates on meeting/sponsorship status and weekly progress.
7. Submit drug screen at any time requested by ADACCV staff.
8. Requests to advance to Phase II may be made in writing upon the completion of the following:
 - a. Residency at ADACCV recovery residence for 30 days or more.
 - b. Consistently maintaining the requirements of Phase I for 30 days. Be prepared to verify in writing to staff.
 - c. Meet all recovery and employment goals of Phase I.
 - d. Compliance with house rules.

Phase II (30-90 days) Requirements:

1. Phase II Curfew: Sunday –Thursday 11:00pm. Friday and Saturday 12:00 am.
2. Maintain a job outside of the home, school, or volunteer work for a minimum of 20 hours per week and a maximum of 40.
3. Attend four recovery supportive programs per week and must be actively working with sponsor.
4. Occupants in Phase II are granted (2) 24 hour passes per month to be taken separately or together (i.e. two 24-hour passes or one 48-hour pass). Pass Request Form must be submitted no less than 72 hours in advance.
5. Submit UA's at any time requested by ADACCV Staff



Williams House & Sara's House
Recovery Residences

Phase System cont.

6. Requests to advance to Phase III may be made upon the completion of the following:
 - e. Residency at ADACCV recovery residence for 90 days or more.
 - f. Consistently maintaining the requirements of Phase II for 30 days. Be prepared to verify in writing to staff.
 - g. Working actively with a sponsor.
 - h. Meeting recovery and employment goals of Phase II.
 - i. Compliance with all house rules.

Phase III (90 days plus)

1. Phase III Curfew: Sunday – Thursday 12:00am. Friday and Saturday 1:00am.
2. Occupants in Phase III are granted (3) 24 hour passes per month to be taken separately or together (i.e. three 24-hour passes or one 72-hour pass.) Pass Request Form must be submitted no less than 72 hours in advance.
3. Submit UA's at any time requested by ADACCV Staff

General Recovery & Employment Goals

1. Actively working a program of recovery with a sponsor.
2. Attend three recovery supportive meetings per week and meeting weekly with sponsor.
3. Active in Home Group (chairing meetings, clean up, set up, greeter, etc...) and service commitment.
4. Begin sponsoring and maintain sponsees.
5. Displaying a positive leadership role model for newer Occupants.
6. Assist the House Manager in inspections of the house chores and Occupant accountability.

By signing this document I certify understanding and agreement:

Occupant Print: _____ Date: _____

Occupant Signature: _____ Date: _____

ADACCV Representative: _____ Date: _____



Williams House & Sara's House
Recovery Residences

Recovery Support Policies

Drug Testing

All Occupants are drug tested randomly with a 12 panel drug screen. Drug testing occurs randomly once per week. Random breathalyzers are also administered. Refusal to submit to the test or failure to report for the test (within 1 hour) will be treated as a positive (+) result and the relapse policy will be enacted. Under extenuating circumstances, a test may be rescheduled. This is at the sole discretion of ADACCV staff. Should ADACCV staff suspect you are engaging in the use or are under the influence of alcohol or drugs, a positive (+) test result is not necessary to begin relapse protocol.

Once a drug test has been requested, Occupants must remain under staff supervision until the test is obtained. There is a no refusal/failure to report policy. Deviations from this policy without express ADACCV staff consent will result in initiation of the relapse policy. If requested by ADACCV staff, Occupants will obtain additional testing at a local laboratory at the Occupant's/or responsible party's expense. **Occupant Initials []**

Search Policy

To support the philosophy and mission of ADACCV and ensure the safety of all Occupants, staff reserves the right to perform random Occupant searches. Occupant searches can include personal searches, vehicle searches, and searches of the property or sleeping quarters of the Occupant. Occupant searches will only be conducted to protect the health, safety, and welfare of the clients, staff, and facility.

Searches will be conducted in a professional manner that maintains respect and dignity for the Occupant. Staff will not conduct a directly observed strip search of any Occupant. Routine searches of possessions may be performed when an Occupant returns to the facility from an off-property outing. All non-routine searches will be documented. **Occupant Initials []**

Family Contact

Part of ADACCV's mission is to support families dealing with addiction. Many times a family is overwhelmed, exhausted, or plain fed up with dealing with the damage of addiction. Some family members may even unwittingly contribute to the cycle of addiction by enabling unhealthy behavior or putting unrealistic expectations on their loved ones. ADACCV supports Occupants and families by providing regular updates as to an Occupant's progress and to support the family as they try to navigate a relationship with their newly sober loved-one. **Occupant Initials []**



Williams House & Sara's House
Recovery Residences

Recovery Support Policies cont.

Consequences

In the real world, there are consequences for our actions. Many in addiction struggle with a need for instant gratification, a lack of thinking ahead, and impulsivity. Indeed, this has gotten some of us in more trouble than we bargained for. By providing consequences in response to rule violations, ADACCV helps Occupants develop responsibility and learn the skill of delayed gratification, i.e. doing something you don't want to do now because it will allow you to do something you want to do later.

Consequences may take the form of verbal/written contracts, loss of privileges, curfew restrictions, or denial of pass requests. ADACCV has a three strike rule. The first strike is a verbal warning, the second strike is a written warning, and the third strike brings the Occupant's occupancy in the recovery home under review. Strikes may be removed on a case by case basis after the client demonstrates consistent corrective measures. **Occupant Initials []**

Staff Support Meetings

Sometimes an Occupant comes to a place in recovery where they need extra support. When an Occupant is continually struggling to fulfill their commitments to a recovery lifestyle or has an ongoing struggle with rule violations, a staff support meeting may be called. In a staff support meeting, the Occupant and their recovery team sit down and work together to determine the best way ADACCV can help the Occupant overcome their current struggle. **Occupant Initials []**

Video Surveillance

ADACCV Recovery Residences are under 24 hour video surveillance. ADACCV staff maintains the right to view these recordings and share them with the house manager, case worker, counselor, parole, probation or any other city, state, or federal representative at their discretion if needed. **Occupant Initials []**

By initialing and signing this document I certify understanding and agreement:

Occupant Print: _____ Date: _____

Occupant Signature: _____ Date: _____

ADACCV Representative: _____ Date: _____



Williams House & Sara's House
Recovery Residences

RELAPSE POLICY

The safety and security of ADACCV Occupants is of the utmost priority. This includes maintaining a substance-free environment at all times. Accordingly, there is a zero-tolerance policy towards drug and alcohol use both on and off the premises. This includes any mood or mind-altering substance, classified and synthetic, legal and illegal, which is or can be used for the purpose of getting “high,” hereafter referred to simply as “drugs or alcohol.”

In addition to our commitment to maintaining a substance-free environment for all Occupants, ADACCV is committed to supporting a relapsed Occupant in getting the help he/she needs. In the event of an apparent or self-disclosed relapse, the following steps will be taken to assist a Occupant back into recovery—assuming the Occupant has the desire to do so.

POST-RELAPSE SUPPORT MEETING:

Immediately following an apparent, discovered, or self-disclosed relapse, the family/support will be notified and a post-relapse support meeting will be held. During the meeting, the ADACCV team, Occupant, and family/support will assess the situation, discuss next steps, and formulate a post-relapse recovery plan. Such plans will include specific recommendations and referrals for both the Occupant and the family. Should the Occupant agree to follow through with the post-relapse recovery plan, they will be allowed to return to ADACCV sober living after the specified period and any financial credit will be applied. Should the Occupant refuse or fail to follow through with the post-relapse recovery plan, the Occupant will be evicted from ADACCV recovery residence and all credit will be forfeited.

RELAPSE:

Occupants that self-report a relapse may, at the sole discretion of the house manager and ADACCV staff, be allowed to spend the night at their recovery residence while waiting for their relapse support meeting.

Occupants under the influence of drugs or alcohol, those found to have been possessing or storing drugs and alcohol on ADACCV premises, and Occupants that have invited or engaged another ADACCV Occupant to relapse, will be immediately removed from the recovery residence and transported to emergency housing to await their relapse support meeting.

Occupants that contest a positive result on a drug or alcohol test are responsible for the payment of lab confirmation.



Williams House & Sara's House
Recovery Residences

Relapse Policy cont.

EVICTION:

Should it become necessary for ADACCV to evict a Occupant, the evicted Occupant will not be eligible to return to ADACCV residences without first being able to verify thirty (30) days of continuous abstinence from all mind altering/mood altering substances, both synthetic and classified. Upon verification of sobriety, the former Occupant may then petition ADACCV staff for reinstatement. This will be reviewed by ADACCV staff and a decision will be made on a case-by-case basis.

By signing this document I certify understanding and agreement:

Occupant Print: _____ Date: _____

Occupant Signature: _____ Date: _____

ADACCV Representative: _____ Date: _____



Williams House & Sara's House
Recovery Residences

GRIEVANCE POLICY

Any Occupant has a right to file a grievance if they feel they are being treated unfairly, being abused or exploited or any other complaint not in accordance with this signed agreement. The procedure is as follows:

1. The Occupant shall, in writing, describe the situation in as much detail as possible.
2. The Occupant shall give the written description to the House Manager. If the grievance is alleged against the House Manager, the Occupant may contact the Recovery Residence Director at ADACCV during business hours. If the grievance is against the Recovery Residence Director, the Occupant may request that the House Manager submit the allegation to ADACCV's CEO. If the grievance is against the CEO, you may submit the grievance to the ADACCV Board of Directors.
3. ADACCV team will investigate the allegations and meet with the Occupant within 7 days. If the complaint is made directly to the Board of Directors they may take up to 30 days to respond.
4. The Occupant shall be informed of the findings of the investigation in writing.

ADACCV does not in any way condone the mistreatment, abuse, neglect, exploitation or poor treatment of any Occupant regardless of race, religion, sexual orientation, socio-economic standing, or gender. All Occupants are to be treated with respect and in accordance with this written agreement.

ADACCV TEAM STRUCTURE

House Manager
Recovery Residence Director
CEO
Board of Directors

By signing this document I certify understanding and agreement:

Occupant Print: _____ Date: _____

Occupant Signature: _____ Date: _____

ADACCV Representative: _____ Date: _____



Williams House & Sara's House
Recovery Residences

EMERGENCY PROCEDURES

FIRE EXTINGUISHERS: Kitchen, Laundry Room, Upstairs Hallway

FIRST-AID KITS & NALOXONE: Office/Upstairs Hallway

CALL 911 FIRST FOR:

1. FIRE
2. LIFE THREATENING MEDICAL EMERGENCY
3. CHEST PAIN
4. SHORTNESS OF BREATH
5. SUICIDE ATTEMPT
6. UNCONSCIOUS PERSON
7. SERIOUS INJURY, INCLUDING BROKEN BONES OR EXCESSIVE BLEEDING
8. SERIOUS FALL OR BLOW TO THE HEAD
9. UNABLE TO WAKE SOMEONE
10. INGESTION OF TOXIC SUBSTANCES
11. INDIVIDUAL HALLUCINATING
12. EXTREME ALLERGIC REACTION
13. EXTREME PARANOID BEHAVIOR
14. INJURY CAR ACCIDENT

AFTER CONTACTING 911

1. Call the HOUSE MANAGER
2. HOUSE MANAGER immediately contact RECOVERY RESIDENCE DIRECTOR

DO NOT ATTEMPT TO MOVE THE INJURED PERSON.

DO NOT ATTEMPT CPR/FIRST AID UNLESS YOU ARE CERTIFIED OR UNDER THE INSTRUCTION OF 911 OPERATOR

CALL HOUSE MANAGER (who will contact RECOVERY RESIDENCE DIRECTOR) :

1. VIOLENCE (NON-INJURY) OR PHYSICAL CONFRONTATIONS
2. BURGLARY
3. NON-INJURY CAR ACCIDENT
4. SUSPICIOUS PERSON ON OR AROUND THE PREMISES

HOUSE MANAGER NAME:

HOUSE MANGER NUMBER:



Williams House & Sara's House
Recovery Residences

Termination of Occupant Agreement

Name of Occupant _____

Residence Williams House Sara's House

Today's Date _____ **Termination Date** _____

Termination Requested By Occupant Staff _____

Reason for Termination _____

Actual Move-Out Date _____

Date/Time to Picking Up Belongings:** _____

Refund Due to Occupant \$ _____ **Paid on** _____

Payment Owed to ADACCV \$ _____ **Paid on** _____

**Belongings left at the Residence after scheduled pick-up time become the property of ADACCV.

OCCUPANT
SIGNATURE: _____ **DATE:** _____

STAFF
SIGNATURE: _____ **DATE:** _____



Williams House & Sara's House
Recovery Residences

Agreement to Relinquish All Rights and to Vacate

Name of Occupant _____ Residence Williams House Sara's House
Today's Date _____ Planned Move Out Date _____

Transition Plan

I will be moving to the following address:

_____ with _____

People who will continue to support me in my recovery:

- _____
- _____
- _____

I will actively participate in my ongoing recovery by:

- _____
- _____
- _____

By signing below I agree that I will vacate my occupancy at my Recovery Residence on the date stated above. I understand that I will have until midnight on the submitted exit date or the last paid date to access the unit and remove personal belongings. On the following day the unit will return to ADACCV's vacancy stock, any remaining possessions will be removed from the unit by ADACCV, and the unit will be rehabilitated.

OCCUPANT
SIGNATURE: _____ DATE: _____

STAFF
SIGNATURE: _____ DATE: _____



Williams House & Sara's House
Recovery Residences

Request to Change Phase

Name of Occupant _____ Residence Williams House Sara's House

Today's Date _____ Original Move-In Date _____

Current Phase 1 2 3

How I have been meeting my **recovery/meeting goals**: _____

My **Sponsor/Recovery Mentor** is _____. Meet weekly? Yes No

I am currently **working/volunteering** at _____

on the following schedule: _____

Are you consistently making **payments** as scheduled? Yes No

If not, I plan to pay my balance by _____

Have you had any **disciplinary actions** in your current phase? No Yes- Please explain and describe what you are doing to correct it _____

Some **goals** I have during my next phase are _____

OCCUPANT SIGNATURE: _____ DATE: _____

Request Approved Phase ____ Beginning on _____

Phase Request Denied Reason: _____

STAFF SIGNATURE: _____ DATE: _____