

POLICY AND PROCEDURES FOR DISCHARGE

A. Successful Discharge

Residents are responsible to let the house manager know if they are in the process of finding an apartment or house of their own. Residents at this point need to give the house manager their 30 day written notice. Residents are responsible to make sure that they remove all their personal belongings from their room and communal areas such as the kitchen, living room, laundry room, and bathrooms. Before moving out, residents are responsible to schedule a checkout appointment with the house manager. At this time the resident is to return his or her keys and review the Property Inventory sheet originally signed at the beginning of the program.

B. Unsuccessful Discharge

Residents living in the house less than a year who do not abide by the Welcome Home Housing Program Agreement will receive a 30-day eviction notice citing the terms and conditions violated by the resident or without cause. If the resident has lived in the home for more than a year, they will receive 60 day notice. In either case, there may be legal reasons for a quicker eviction notice (see paragraphs 32 and 33 of the Admission Agreement). Residents are responsible to remove all their personal belongings within the time frame stipulated by the type of discharge notice given to them.

C. Personal Belongings and Storage Policy

Once a resident has been discharged, he/she is responsible for the complete removal of all personal belongings and property. If a resident leaves personal belongings, then the relative or friend names shown below will be contacted by the house manager to take your belongings from the property within 24 hours. If there is no one the staff can contact, then staff will pack for you. At this time, the housing staff will store your belongings for 18 days. **Items left after this time will be considered abandoned and will be disposed of.**

I UNDERSTAND AND AGREE THAT WELCOME HOME HOUSING AND TURNING POINT ARE NOT RESPONSIBLE FOR THE PROPER CARE OF MY BELONGINGS. I RENDER WELCOME HOME HOUSING AND TURNING POINT FREE OF ANY RESPONSIBILITY FOR ANY THEFT, DAMAGE OR LOST ITEMS. IT IS MY RESPONSIBILITY TO CONTACT THE HOUSE MANAGER TO MAKE ARRANGEMENTS TO REMOVE MY BELONGINGS FROM STORAGE. IF I FAIL TO MAKE ARRANGEMENTS WITHIN THE STIPULATED TIME, THE HOUSING PROGRAM WILL DISPOSE OF MY BELONGINGS ON THE 19TH DAY.

Name of relative or friend _____ Phone _____

Resident:

Print Name Signature Date

WHH
Staff Member:

Print Name Signature Date