



The Jean Frances Home Application & Contract

Applications can be mailed to 336 N. Rodney

Helena, Montana 59601

or email to jeanie@jeanfranceshome.com

For further information contact

Zachary Warden at (406) 461-0446

Jeanie Warden at (406) 439-6505

Please read the entire packet and fully understand the House Rules and Requirements before you sign and commit yourself to The Jean Frances Home. We want nothing more than a fully committed person, who wants to remain clean & sober, while improving themselves and their community.

The Jean Frances Home Application & Contract for Residents

To be accepted to the Jean Frances Home this application must be completed in its entirety. Carefully read and complete all questions to the best of your knowledge. Upon completion mail or email this form to the address above.

You will then be contacted by The Jean Frances Home for a phone interview. This is to confirm the information that you have given us. This will also be an opportunity for you to ask any questions that you may have for us.

Please print clearly

Name: _____

Date of Birth: _____

Social Security #: _____

Prison Number: _____

When do you expect to move into a The Jean Frances Home?

Do you have any felony convictions? If yes, please specify.

Name of Case Manager:_____

Name of Probation/Parole Officer:_____

The Phone Number where you can be reached for an interview:

Do you have any mental or physical disabilities? Yes / No

If yes, please explain: _____

Provide three personal references:

Name _____ Phone Number:_____

Name _____ Phone Number: _____

Name _____ Phone Number: _____

Do you own a vehicle? Yes / No Make_____ Model_____ Year _____
Driver's License #_____State_____

You will also need to show the Manager your current Driver's license, registration and proof of insurance. If you are current with your documentation, you will be given a parking space.

By signing below, I understand and agree to meet the following expectations, if accepted for residency into The Jean Frances Home.

- I agree to remain clean and sober at all times. If use is suspected, a drug &/or alcohol test will be performed. I understand that if I violate this policy I will be immediately expelled from JFH. _____ (Initial)
- I agree to pay my monthly rent in advance. I understand that if I fail to pay my rent I will be evicted from JFH. _____ (Initial)
- I agree to follow the rules and regulations of JFH. I understand that if I violate those agreements I can be immediately evicted from JFH. _____ (Initial)

I certify that all the information I have provided to The Jean Frances Home is true and correct. I have read all the material on this application, and answered each question honestly. I have a **sincere desire** to live ***Clean and Sober***, and achieve recovery from alcoholism and/or drug addiction without relapse.

Signature: _____ **Date:** _____

The Jean Frances Home
Resident Agreement/Contract

Full Name (First,Middle,Last) : _____

Present Address: _____

Previous Address: _____

List Past Employers: _____

List your Present Employer: _____

Employer Address: _____

Employer Supervisor/Contact Person: _____

Emergency Contact/Relationship: _____

Contact Phone: _____

Have you ever been convicted of a crime? _____ Yes _____ No

(If Yes, Please explain below)

Are you presently in the legal system? _____ Yes _____ No

(If Yes, Please explain below)

List any (current) Parole or Probation Officers and contact numbers:

Are you addicted to drugs and/or alcohol? _____Yes _____No

Sobriety/Clean Date: _____

Explain the nature of your addiction:

Have you ever been in a Treatment Facility? _____ Yes _____No

(If yes, Please list facilities & explain below)

Are you taking any prescription medications? _____Yes _____ No

(If Yes, Please list all medications below and reason)

Please Note that all forms of narcotics are NOT allowed at the Jean Frances Home, including suboxone.

ALL MEDICATIONS ARE TO BE KEPT SECURED IN A LOCKED SAFE/BOX. RESIDENTS ARE INDIVIDUALLY RESPONSIBLE FOR THE PROVISION OF HIS/HER OWN SAFE/BOX.

Have you ever been in a Recovery House, Halfway House or similar facility?

_____Yes _____No

(If Yes, explain when/where)

Do you have a Sponsor? _____Yes _____ No

If Yes, Sponsor's Name & #: _____

**Please read and initial to indicate
your understanding and agreement of this Contract.**

By initialing/signing, I acknowledge agreement to the terms stated, and hereby waive my right(s) to normal due process afforded by local landlord-tenant laws.

_____ \$460.00 monthly. Rooms are rented by the month only. Monthly rent will NOT be prorated. Failure to pay rent can/will result in eviction. No REFUNDS.

_____ I realize that any use of Drugs and/or Alcohol is strictly prohibited and will result in immediate eviction from The Jean Frances Home.

_____ Disruptive and/or Discourteous behavior within our residence or community will not be tolerated and can/will result in eviction from The Jean Frances Home.

----- The inability to maintain employment and pay rent in a timely manner can/will result in eviction from The Jean Frances Home.

_____ Those who cannot work due to a disability determined by Social Security Administration will be required to perform service work conducive to a recovery program.

**The following terms and agreement are to be read and fully understood
by the undersigned tenant of The Jean Frances Home.**

1. The Jean Frances Home is providing the undersigned tenant, _____, a place to reside in their sober living house located at _____ in return for a contracted rental fee.
2. The undersigned understands that they shall live in the residence under the agreed upon contractual terms and rules as provided and explained, and may terminate their residence at any time.
3. The Jean Frances Home is providing a sober living house only and does not provide any counseling, nor restrict the undersigned from making their own personal choices as long as they do not violate house rules as outlined in their contract for residence.
4. The Jean Frances Home will provide a house in normal condition, and shall not be held liable by the undersigned for any injury or loss to the tenant, or their belongings. The undersigned, by and through their signature, acknowledges that they are responsible for any injury or accident and will forever hold harmless The Jean Frances Home.

5. The undersigned understands that The Jean Frances Home carries only insurance to cover the dwelling and business assets located in the dwelling.
6. The undersigned will immediately notify The Jean Frances Home, in writing, of any incident resulting in injury or loss. This will include a full account of the incident details.

Signed and dated this _____ day of _____, 20 _____

Print Name: _____

Signature: _____

The Jean Frances Home Representative & Witness: _____

General House Rules/Requirements/Guidelines:

You are in a Sober Living Program/Environment. Your success and continuance in this program/environment is dependent upon your consistent good behavior and cooperation. Disruptive and/or Discourteous behavior will not be tolerated. Any contact with Illegal Drugs and/or Alcohol and/or violation of any of the following Rules & Guidelines can/will result in eviction. Your initials and signature indicate your understanding and agreement. When in doubt...ASK!

- _____ Consumption or possession of beverage alcohol in any form is strictly prohibited.
- _____ Use or possession of illegal drugs in any form is strictly prohibited.
- _____ Use and/or possession of drugs and/or alcohol **will** result in immediate eviction. If evicted for drugs and/or alcohol the resident agrees to leave the premises immediately and not return for any reason whatsoever, without permission from The Jean Frances Home.
- _____ Lying, Cheating & Stealing are strictly prohibited. If caught, you **will** be fined and/or evicted.
- _____ Residents are required to submit to a Drug and Alcohol Screen/Test at any time (24/7) it is requested. A refusal and/or failure to provide an adequate sample will be treated the same as a positive test result. Any attempt to Cheat/Circumvent test **will** result in a fine/eviction.

- _____ Daily attendance at “12 Step” meetings is **strongly encouraged/recommended**; the minimum daily attendance requirement is (3) per week. Acceptable meeting attendance is seated & present prior to the Serenity prayer, present for all readings as well as the meeting itself up until and after the Lord ’s Prayer is concluded. ARRIVE EARLY, STAY LATE!
- _____ Residents are required to attend House AA meeting on Sundays at 7 p.m. & the House NA meeting on Thursdays at 5:30 p.m. & at least once a month attend the House Al-Anon meeting on Tuesdays at 5:30 p.m.
- _____ Residents are required to maintain a Home Group.
- _____ Residents are required to maintain a working relationship with a Sponsor. It is recommended that each Resident be on track to take all “12 Steps” within 6 – 9 months from date of arrival at The Jean Frances Home.
- _____ Residents are required to maintain employment. If at any time a resident is/becomes unemployed and is capable of working (not injured or sick), she must actively seek employment from 8:00 a.m. - 5:00 p.m. Monday through Friday. A resident’s employment is prohibited from interfering with their adherence to any of the other terms of this agreement.
- _____ Behavior considered to be a “Conflict of Interest” (i.e., Sponsorship, Employment, Dating, etc.) between Residents is strictly prohibited. No dating between residents of the Jean Frances Home.
- _____ Smoking inside The Jean Frances Home is strictly prohibited.
- _____ No personal locks on bedroom doors.
- _____ No fighting.
- _____ No storage in undesignated areas.
- _____ No weapons of any kind (toy or decorative).
- _____ No PETS
- _____ No tampering with house wiring, ventilations, utilities.
- _____ The Jean Frances Home is NOT (at any time) responsible for a resident’s personal item’s/belonging(s). Residents are responsible for the security and safekeeping of their own personal item’s/belongings and are to pack and carry their item’s/belongings when they depart. If for any reason this does not occur, the Resident may contact The Jean Frances Home regarding the retrieval/disposition of their personal item’s/belongings. The Jean Frances Home will not store personal belongings for more than seventy-two (72) hours.

- _____ Disruptive/Discourteous behavior will not be tolerated and **can/will** result in eviction.
- _____I agree to be open and honest at all times.
- _____I agree to avoid all forms of manipulation, minimization, and criminal conduct behaviors.
- _____ Guests are strictly prohibited from entering The Jean Frances Home.
- _____ Overnight guests are strictly prohibited.
- _____ New Resident curfew is 9:00 p.m. every night for the first 30 days. After 30 days residents must be in by 10:00 p.m. Monday through Thursday and 11:00 p.m. Friday and Saturday. Residents must adhere to more strict curfews when required (i.e., Parole, Probation, etc.). Failure to return to the house on time can/will result in fine or eviction. Residents are to stay in the home on Sundays.
- _____ House quiet time is 9:00 p.m. to 6:00 a.m. Any activity (i.e., Lights, TV, Telephone conversations, etc.) that disturb another residents ability to sleep/rest is prohibited.
- _____ Evicted Residents are required to leave the premises immediately and not return under any circumstances.
- _____ Residents of The Jean Frances are discouraged from maintaining relationships with those evicted from The Jean Frances Home.
- _____ House Meetings are held weekly Sunday at 6 p.m. and are mandatory for every resident. An unexcused absence from any House Meeting can/will result in a fine, or eviction.
- _____ Overnight/Weekend Passes are to be submitted to the House Manager a minimum of (1) week in advance. Authorization will be granted at the discretion of The Jean Frances Home.
- _____ Residents are not permitted in any bedroom other than their own without permission from the resident(s) residing in that room; they must also be accompanied by the permitting resident.
- _____ Thermostat is to be adjusted by the House Manager only.
- _____ Washer & Dryer -- Be courteous. Clean dryer lint screen before and after every use and do not leave clothes unattended in the washer/dryer.

- _____ Chores are required to be completed daily. The House Manager is responsible for chore assignment and completion. Failure to complete assigned chore can/will result in fine/eviction.
- _____ A good General Clean-up of all areas inside & outside the home is required at all times.
- _____ Beds are required to be made upon awakening. Respective areas are to be kept neat, clean and picked up at all times. NO SLOBS; YOU **CAN/WILL BE FINED!**
- _____ Telephone —Be courteous and pass along messages.
- _____ Turn off lights, TV's, Radio's, Fans, etc., when not in use. Exterior doors are required to be locked when entering/exiting; no exceptions!
- _____ Residents are required—at all times—to wear appropriate dress in common areas.
- _____ Sleeping in common areas is prohibited.
- _____ Kitchen—Appliances, Counter-tops, Utensils, Dishes, Pots, Pans, etc. will be cleaned and returned to their respective place (immediately) after each use.
- _____ Refrigerator—Mark food/leftovers with Name/Date when initially placed in the refrigerator.
- _____ All prescribed Medication(s)/controlled substances will be retained and dispensed by the House Manager. Any resident caught using/possessing any prescribed Medication/controlled substance unknown to the House Manager or exceeding (1) days dosage of prescribed medication/controlled substances will be evicted.
- _____ Be Accountable/Responsible and Communicate! Accountability & Communication eliminates need for excuses.
- _____ A violation of any one of the Rules & Guidelines **can/will** result in a fine or eviction. Each fine will be \$25.00.

Signature: _____

Date: _____, 20____.

Witness: _____

All Violations are to be reported to management.

Violation of rules and requirements can be cause for eviction. New rules and requirements can be added at any time for the safety and serenity of the house.

I have read, understand and agree to all House Rules & Requirements. If at any time I violate any of these rules, I can be evicted and will have to leave the premises immediately.

Signature: _____ Date: _____

Resident's Name: _____

Every "new resident" entering the The Jean Frances Home and those residents that violate the conditions of their agreement with The Jean Frances Home are placed on "new resident" status. The Jean Frances Home requires strict adherence to these conditions and all Rules & Requirements. While on "new resident" status, you must:

- **Must stay at the house for the first 3 days of residing at The Jean Frances Home, with exception for doctors appointments, Probation appointments, or counseling appointments.**
- **Must spend every night in the home for the first 30 days. After 30 days a resident can spend the night elsewhere but will be tested for drugs/alcohol upon returning. The test will cost the resident \$20.00.**
- **Attend an AA/NA meeting daily & get a meeting sheet signed.**
- **Have a Sponsor (Residents are required to maintain a working relationship with a Sponsor. It is recommended that each Resident be on track to take all "12 Steps" within 6 – 9 months from date of arrival at The Jean Frances Home).**
- **Have, attend and participate in a Home Group.**
- **Have and fulfill a Service commitment.**
- **Adhere to a 9:00 p.m. curfew.**
- **Be employed and/or have satisfied all financial obligations.**
- **Satisfy all conditions of your agreement with The Jean Frances Home. (A resident will remain on "new resident" status until all conditions of her agreement with The Jean Frances Home are met/satisfied. If at any time a resident violates the conditions of her agreement The Jean Frances Home, she will automatically be placed on "new resident" status.**

Note: You are encouraged to become thoroughly familiar with all Rules & Guidelines and the conditions of your agreement with The Jean Frances Home. Ignorance is not an excuse!

Signature: _____

Date: _____, 20____

Witness: _____

Drug Screen/Test

I, _____, understand that I can be tested for Drugs and/or Alcohol at any time, for any reason, per my agreement with The Jean Frances Home. I am aware and have full knowledge that the person(s) administering the test(s) are my peers and not medical personnel. I am also aware that if I test positive, refuse compliance or attempt to cheat/circumvent the test in any way, I **will** be evicted from The Jean Frances Home and required to leave the premises immediately. My signature below indicates my understanding and consent.

Signature _____

Date _____

Witness _____