

FIRST STEP – FLORENCE SOLUTIONS TO HOUSING SECURITY

PO Box 1331
Florence, OR 97439
541-991-8208

LEASE AGREEMENT

The parties who have signed below have agreed that the landlord will supply a decent, safe and sanitary dwelling with 1 bedroom(s) to: _____
Dwelling is located at 3996 Highway 101, Florence, OR 97439 # ____.

1. **TERM OF AGREEMENT.** The term of the lease agreement shall begin on _____ and continue until _____, at which time the agreement shall terminate automatically.

2. **RENT.** Rent is DUE and PAYABLE in advance on the first day of the month. If this lease is executed on a day other than the first day of the month, the tenant shall pay the amount of their prorated portion to the end of the month, and thereafter shall pay the full month's rent as provided.

Rent shall be **\$00.00/month** or 30% of monthly income which ever is higher.

Rent will be considered late after 5:00pm on the 7th day of the month. If payment is not received by then, a 72-hour notice to pay rent or vacate will be issued.

3. **SECURITY/CLEANING DEPOSIT.** The landlord acknowledges receipt of \$100.00 as a security/cleaning deposit. Any funds not applied to cleaning, damages or unpaid rent at the time tenant vacates will be returned within 30 days, unless deposit has been paid by Oregon Department of Human Services or Lane County School District, in which case the deposit shall be applied to the subsequent contract. If the deposit is not sufficient to cover amounts the tenant owes under the lease agreement, the landlord may collect the balance from the tenant.

4. **UTILITIES, APPLIANCES, AND FURNISHINGS.** The landlord shall provide the following utilities for the dwelling without additional charge to the tenant: water, sewer, electric, garbage service. The landlord shall provide appliances (range/oven, microwave, and refrigerator) and basic furniture and household items. Tenants shall not remove or exchange such provided furnishings without the written consent of the landlord.

5. **MAINTENANCE AND SERVICES.** The landlord shall maintain the dwelling unit, equipment and appliances, common areas and facilities, to provide decent, safe and sanitary housing. The tenant shall promptly report to the landlord any repairs needed to

the dwelling unit and/or appliances, and shall not perform any such maintenance or repairs without written consent of the landlord. The tenant agrees to pay reasonable charges for repair of damages to the dwelling or to the furnishings and fixtures owned or supplied by the landlord, when such damage was a result of willful or negligent acts of the tenant, his/her family or guests.

6. ALTERATIONS AND IMPROVEMENTS. The tenant shall make no alterations, changes or remodeling of the premises, appliances or furnishings without the prior written consent of the landlord. Any items hung from the walls of the premises shall be applied by means that do not cause damage to the walls (e.g. use of existing nails or hooks, use of removable hooks or poster adhesive.)
7. LANDLORD DUTIES. The landlord will provide: 1) effective water and weather protection; 2) plumbing which conforms to applicable code and is maintained in good working condition; 3) hot and cold running water furnished to appropriate fixtures; 4) a connection to an approved sewer disposal system; 5) adequate heating facilities; 6) an electrical system which conforms to applicable codes and is maintained in good working order; 7) working locks on all outside doors, and shall provide tenant with keys for the same.

The landlord shall provide unit with a working smoke detector, including working batteries, at the time tenancy commences and shall test any detector so provided at least once every three (3) months, replacing batteries as needed. The tenant shall notify the landlord in writing of any operating deficiencies, and shall not remove or tamper with any detector provided or remove working batteries from the same.

The landlord shall respond in a reasonable time to calls by the tenant for services consistent with obligations stated in this lease agreement.

The landlord, after 24 hours written notice specifying the causes, may immediately terminate this agreement and take possession in the manner provided in ORS 105.105 to 105.168, if (a) tenant, someone in tenant's control or tenant's pet seriously threatens immediately to inflict personal injury, or inflicts any substantial personal injury, upon landlord or other tenants; (b) tenant, someone in tenant's control or tenant's pet inflicts substantial personal injury on a neighbor living in the immediate vicinity of the premises or upon a person other than tenant on the premises with permission of landlord or another tenant; (c) tenant, someone in tenant's control intentionally inflicts any substantial damage to the premises; (d) tenant has vacated the premises, the person in possession is holding contrary to a written lease agreement that prohibits subleasing the premises or allowing another person to occupy the premises without the written permission of the landlord, and landlord has not knowingly accepted rent from the person in possession; or (e) tenant or someone in tenant's control commits any act which is outrageous in the extreme.

8. TENANT DUTIES. The tenant shall not assign this lease, nor sublet or transfer

possession of the premises, nor give accommodation to boarders or lodgers. The tenant shall not use nor permit the use of the dwelling for any other purpose than as a private dwelling unit, solely for the Tenant and those members of his/her household as listed above. The tenant may have guests, but no guests may stay more than THREE (3) days in any six (6) month period without consent of the landlord. All non-overnight guests must leave property by 10pm. Guests on property must register with the Resident Services Advocate; there shall be no guests of a tenant on property unless that tenant is present as well.

The tenant shall maintain the premises in a clean and sanitary condition at all times, and upon termination of the tenancy shall surrender same to landlord in as good condition as when received, ordinary wear and tear and damage by the elements excepted.

The tenant shall not violate any city or county ordinance or state or federal law in or about the premises.

The tenant agrees that neither his/her conduct, his/her family's conduct, nor his/her guests' conduct shall disturb the neighbors.

The tenant agrees to permit the landlord at any and all reasonable times to enter and go upon the premises for the purpose of examining their condition, or to make such repairs and alterations as the landlord shall deem necessary.

9. PETS. Pets are not allowed. Tenants shall keep no domestic or other animals on or about the premises. 10. OTHER TERMS. The tenant agrees to comply with First Step program requirements, policies and rules as attached.

11. TERMINATION OF TENANCY. At the expiration of the lease agreement term or upon one week's notice to landlord of intent to vacate, tenant shall quit and surrender the premises as stated in this lease agreement.

If any default is made in the payment of rent, or any part thereof, at the times specified in this lease agreement, or if any default is made in the performance of or compliance with any other term or condition hereof, the lease agreement shall, at the option of the landlord, shall terminate and be forfeited. The landlord shall give written notice of the proposed termination of the lease agreement of: a. 72 hours in the case of failure to pay rent

b. a reasonable time, but not to exceed 30 days, in any other cause.

Termination and forfeiture of the lease agreement shall not result if the tenant has corrected the default within the time period specified in the written notice.

12. ABANDONED PROPERTY. Upon termination of this agreement or the surrender or abandonment of the premises, and is reasonably appearing to the landlord that tenant has left property upon the premises with no intention of asserting further claim to such property or the premises, or if the tenant has been continually absent for 7 days after termination of the tenancy, the landlord may dispose of the property after fifteen (15) days' notice to the tenant as provided by law.

THIS AGREEMENT HAS BEEN SIGNED BY THE PARTIES AND INCLUDES THE ATTACHED ADDEMDUMS. THIS AGREEMENT SHALL BECOME EFFECTIVE ON THE FIRST DAY OF THE TERM AS WRITTEN ABOVE.

Authorized representative of the landlord: Date

Greg Wood, Board President

Tenant Date

Tenant Date

FIRST STEP RULES

To ensure a safe, healthy, and cooperative environment in this facility, participants are expected to abide by the following shelter rules.

- 1. FIRST STEP IS A DRUG AND ALCOHOL-FREE PROGRAM.**
Possession, use, sale, purchase or distribution of illegal drugs, paraphernalia, or alcohol/ alcohol containers are NOT allowed on the premises. Participants are subject to random room searches and UAs (Urine Analysis test). If you are selected to give a UA, you must, within 30 minutes, report to the Peace Health Lab for the test with the paper work given to you by the Program Director.
- 2. Firearms or dangerous weapons of any kind are not allowed anywhere on property, including in your vehicle.**
- 3. Criminal behavior is not permitted on premise. Any criminal behavior will be reported immediately to the appropriate law enforcement agency.**
- 4. Physical violence, threats of violence, verbal or physical abuse, or intimidating behavior will not be tolerated under any circumstance.**

- 5. The shelter is a smoke free environment. Smokers MUST use the designated area outside the shelter, and MUST use and clean the proper receptacles for cigarette butts. There will be absolutely NO smoking outside the designated area while on property. Smoking in units will result in an immediate eviction from the program.**
- 6. ALL residents are expected to follow ALL safety rules within the program at all times.**
 - a. Building fire codes and evacuation procedures will be followed. Please familiarize yourself with the evacuation plan and meeting place. NO burning of any flammable materials is allowed on premises. This includes candles or incense. Absolutely no wax odor device can be used.**
 - b. Do not leave any windows or doors unlocked for any reason. This is a safety issue. Casement windows are to remain closed at all times except as needed for an emergency situation.**
- 7. Residents may not invite visitors or other guests into their living quarters. If you need to get a ride from someone, please arrange to meet them in the parking lot. If your guests leave their vehicle that must sign in. Staff will not disclose your whereabouts with anyone if you want someone to know where you live that is up to you to tell them. The only exception to this rule is if Community Partners previously identified to First Step staff need to contact you or to do unannounced visits in your unit.**

- 8. Children under age 15 must be directly supervised at all times.**
- 9. Residents are not allowed to have any pets on premises.**
- 10. Residents are not allowed to store personal furniture on premises without prior authorization from the Program Manager. There are no exceptions.**
- 11. Respectful use of all First Step property is EXPECTED from all residents at all times. Residents may not borrow items from First Step without permission from staff.**
- 12. Residents are expected to keep their units clean at all times and must pass weekly room inspection. Residents will be given a chore as well by the site manager. You will be responsible for signing off on your weekly chore and sign in every evening before 10. Please note the checklist given to you today. These areas will be inspected randomly.**
- 13. Quiet hours are from 9:00 PM until 7:00 AM. PLEASE BE RESPECTFUL OF YOUR NEIGHBORS!**
- 14. ALL residents are expected to maintain appropriate personal hygiene for themselves and their children. Proper disposal of all personal waste items, (diapers, razors, Q-tips, feminine products) is expected. DO NOT FLUSH ANY ITEM other than toilet paper down the toilet.**
- 15. Attendance at case management meetings is MANDATORY for all family members. Any absence must be approved by the case manager. Forgetting to be present or being tardy will not be tolerated, and can result in termination of services.**

- 16. Residents are expected to spend their time actively engaged in activities related to their planned goals and objectives. This includes job search, housing search, transportation, daycare Etc. Failure to show consistent progress in these areas will result in termination of services.**
- 17. Residents are expected to communicate appropriately with each other and staff.**
- 18. Residents are expected to be respectful of neighbors and staff.**
- 19. ANY communicable diseases / infestations such as head lice, fleas, MRSA, bed bugs, Etc. MUST BE REPORTED TO STAFF AND TREATED IMMEDIATELY!**
- 20. First Step reserves the right for staff to enter ANY unit at ANY time if deemed necessary. While we respect the privacy of our residents, we may need access for emergency purposes, safety concerns, maintenance issues, or for room searches. Staff will announce themselves before entering any unit.**
- 21. TEMPORARY lodging for residence is contingent upon program participation and following program guidelines. Any exception to these aforementioned rules MUST be agreed upon by First Step staff.**
- 22. Violation of any First Step Rules can result in termination from the program.**

GROUNDS FOR IMMEDIATE EVICTION FROM FIRST STEP

- 1. Non-compliance with our drug and alcohol policy.**
- 2. Use or threats of violence, intimidating behavior directed at staff or other guests, or threatening language.**
- 3. Engaging in ANY criminal behaviors on the premises.**
- 4. Engaging in ANY inappropriate sexual activities.**
- 5. SMOKING inside First Step facility.**

I/ We the undersigned have read these rules, have discussed them with staff, and agree to abide by them as a resident at First Step Shelter Program.

Resident signature _____ Date

Resident signature _____ Date

Case Manager/Program Director _____ Date

CLEANING/ DAMAGE DEPOSIT

First Step Residents are required to make a deposit of \$100.00 towards any cleaning or repairs that are necessary after they exit their shelter unit. Staff will inspect the unit and arrange for any cleaning or maintenance to be completed. Any remaining amount will be refunded within 30 days after exiting the shelter.

If any resident cannot pay, it will be taken out of savings payment. There will be another \$100.00 deposit from the resident before they go into the transitional housing stage of the program. The deposit also requires residents to return their apartment and garbage keys to staff.

My signature below indicates that I have discussed and understand this requirement with staff upon entering First Step.

Resident Signature _____ Date

Resident Signature _____ Date

Case Manager/Program Director _____ Date

First Step Lockout Policy & Procedure

While living at First Step, all units will be locked when the resident is not in the unit. This is to ensure the safety and security of the residents, and the units. This includes when smoking, and signing in. This is one of your responsibilities while living at First Step.

- If a resident locks themselves out please contact your Resident Services Advocate to gain entry into the unit.
- If the Resident Services Advocate is not available, the resident will need to contact a locksmith.
- **Breaking into your unit is not an option. That includes going through windows, or using any device to unlock your door.**
- **Anyone caught breaking into their unit, or having anyone other than a licensed locksmith open your unit, may be exited from the program.**
- **Once you have called the locksmith they will come and let you in your unit. You must have identification on you, or accessible in your unit once it's opened, to show to the locksmith. That includes a driver's license, State I.D., or mail with your name and this address on it. This is for the safety and security of First Step.**
- There is a charge for their service.

Resident _____ Date

Resident _____ Date

Case Manager/Program Director _____ Date

Budget Policy

First Step Transitional Housing Program exists to assist homeless families in obtaining the services and skills that will enable them to find and maintain consistent housing. This budget policy will provide you the opportunity to understand and develop a budget that will put you in control of your finances.

30 Days	Emergency Shelter	Save all receipts	Create a household budget with the case manager & stick to it.	
3 Months	Transitional Shelter	Save all receipts	60% of income to savings	Attend Dollars & Sense (or other approved) money management class
6 Months	Transitional Housing	Save all receipts	5% of income to savings	Pay Rent 30%

I/ we agree to save all receipts, disclose income and spending, create and follow a budget, and make required payments of savings/rent to First Step. ANY changes must be approved by the case manager.

Resident Signature _____ Date

Resident Signature _____ Date

Case Manager/Program Director _____ Date

Child Correction Policy

First Step is a program for families, and as such, we offer, a safe place for children. You are the primary supervisor of your child, and the program holds you accountable to this. As a resident of this shelter, you must consider that the way you discipline your children can be disturbing, alarming, and confusing to other families in First Step. Please understand that First Step staff are mandatory reporters of child abuse.

There will be no physical discipline practices on First Step property. This includes: hitting, striking, spanking, pushing, grabbing or pulling hair or other body parts, pinching or poking or shaking a child. These practices will not be tolerated by First Step. If you have any questions regarding our child correction policy, First Step staff will be available to provide information and assistance to parents.

It is important that you understand that **NO** physical discipline practices are allowed at First Step. Should you feel that this policy is too restrictive, you need to reconsider your entrance into this program. ALWAYS remember that the burden of proof is upon the parent regarding child abuse. Suspicion is all that is necessary to justify program staff or other residents to contact the proper authorities. Many children enter this program with behavioral issues. If these issues cannot be addressed within the framework of this correction policy, this program is not suitable for your family.

I, the undersigned, understand the policies on child correction while I live at First Step. I accept the conditions which the program requires.

Resident Signature _____ Date

Resident Signature _____ Date

Case Manager/Program Director _____ Date

UNAUTHORIZED ABSENCE POLICY

Shelter services are made available to you because it is believed that these services will be supportive of families. The expectation is that you will be using your apartment at the shelter and participating in program activities.

Should you be missing from the shelter without prior authorization from the Case Manger or Program Director, it will be assumed that the program is not useful to you, and as such is no longer appropriate for you. The resident and family will at this time be asked to leave the shelter in order to make room for another family.

Should the family fail to return in seven days from the first night of absence, their belongings will be boxed and stored for up to an additional 15 days.

Resident Signature _____ Date

Resident Signature _____ Date

Case Manager/Program Director _____ Date

UNSCHEDULED EXIT POLICY

This policy is used when First Step staff decides that the program can no longer support the resident family. This will occur when First Step rules are broken. This can include: illicit substance or possession or use; violence of any kind; or other rule violations which put First Step staff or residents at risk. It can occur if a guest is too difficult to work with. Examples may include: a negative attitude, non-compliance with First Step Rules, or being at odds with other residents. This policy will be used with the suspicion of any unwanted behaviors, such as, but not limited to, drug or alcohol use, domestic violence, or child abuse. It is the resident's responsibility to ensure compliance and not give staff a reason for suspicion. The process is as follows:

1. Staff will contact you with a notice of eviction. You will have 30 minutes to get an overnight bag together for yourself and family members.
2. Authorities may be involved where deemed necessary. These may include: DHS, police, County Sheriff, or other group.
3. You and your family must exit the shelter within the 30 min time frame.
4. You must contact First Step to schedule a time to pack up and remove your belongings. In some cases, this may happen on the same day as eviction. If this type of eviction occurs, it is up to the resident to make sure that all belongings get removed from the unit at the agreed upon time. Anything left will be removed by staff and discarded.
5. Anything in your savings account will be returned at an agreed upon time, not on the same day as eviction. This ensures accountability for any damages caused by you. Once this policy is used, the resident being evicted may not enter the shelter again. It is very important that you understand this process, as there will be no exceptions. Your signature below signifies that you understand and accept this agreement.

Resident Signature _____ Date _____

Resident Signature _____ Date

Case Manager/Program Director _____ Date

RESIDENT GRIEVANCE POLICY

First Step residents have the right to file a grievance if they feel that shelter rules, policy, or expectations have been unfairly applied to them.

Grievances MUST be filed in writing and will specify the incident, action, rule, policy etc. which forms the basis for the complaint. The written document must be presented to the Board President within 7 days of the incident. At this time, the Board President will have 7 additional days to interview parties and make a determination of resolution.

If the resident is not satisfied with the determination, the grievance will be forwarded to the Executive Committee of the Board of Directors for discussion at the next regularly scheduled meeting. The resident will have the opportunity to present their case to the Committee in person if they choose. The Committee may also hear from any staff in person, make a final determination of resolution and all parties will be informed of the decision within 5 business days of the meeting.

By signing this document, you understand the grievance policy and procedure.

Resident signature _____

Date _____

Resident signature _____

Date _____

Case Manager/Program Director _____ Date

PROGRESSIVE DISCIPLINE POLICY

Being a resident of First Step is a privilege and as such the responsibility to follow rules and policy lies within the resident. Our main goal for residents is that you will follow ALL policies and rules on a daily basis. We encourage and expect consistent behaviors and follow through from our residents. If a resident has questions regarding any part of our program, the time to ask is before an action is taken, not after.

Write ups for infractions is our way of letting residents know that they are not following policy rules. With this in mind, it is the responsibility of our residents to manage their actions in a manner consistent with policies and rules. If the staff is notified of inconsistent behaviors or lack of follow through with the resident, we can issue a probationary letter, outlining the infractions and the necessary changes that the resident must make to avoid an early exit from our program.

While the staff here at First Step is encouraging to all residents and do understand different situations and circumstances, ignoring policy rules may lead to an early exit from the program.

I/We, the undersigned, have spoken with the staff and agree to follow this policy while staying as a guest at First Step.

Resident signature _____

Date _____

Resident signature _____

Date _____

Case Manager/Program Director _____ Date

CHILD EDUCATION POLICY

It is the expectation that ALL children of school age attend Siuslaw Public School, Mapleton Public Schools, or a private school in Florence on a regular basis. The staff at First Step understands that illness does happen. The parents will meet all medical needs for their children. First

Trash/Recycling Policy

**DUMPSTER: ONLY DIAPERS AND WET FOOD, ALONG WITH
SMALL INCREMENTAL ITEMS GO IN THE DUMPSTER!**

RECYCLING

Nothing goes in the dumpster if it can be recycled. All cardboard boxes need to be broken down and put in the green recycle bin(s). Tin cans and plastic milk jugs need to be washed out before placing in the recycle bin. Stock paper, newspaper, old letters, milk jugs should be recycled.

Household items, clothing, and toys that are still usable should be donated to one of the area thrift stores.

SAVE MONEY

Use your garbage bags which you bring from the store instead of buying bags from the store. If you have plastic or glass drink bottles or aluminum cans, you may wish to recycle and get money back on those items. Bottles and cans should be rinsed out before storing and must be stored inside your unit. Please remember to take care so that nothing is left in your apartment to draw in insects.

Resident signature _____

Date _____

Resident signature _____

Date _____

Case Manager/Program Director _____ Date

FIRST STEP APPLICATION

For Office Use Only
Date Received _____

Name (print legibly): _____

Nickname: _____ Phone: _____

Email: _____ SS# _____

Best way to contact you: _____

Date of Birth _____ Mailing Address: _____

Referred by: _____

Please provide your Social Service Providers: (Caseworkers, housing advocate, peer support, health counselor, etc.)

Social Service Provider	Contact	Phone

Are you on housing waitlists? Yes No

If yes, with what agencies? _____

BACKGROUND INFORMATION

Are you a Veteran? _____ Dates of Service _____ to _____ Branch _____ Have DD-214? _____

Is this your first experience with homelessness? Yes No

How long have you been homeless? Years _____ Months _____

How did you become homeless? _____

Where have you been staying most recently? _____

How long have you lived in Lane County? Years _____ Months _____ Previous City/Town _____

Where did you live prior to moving to Florence? _____ N/A

Do you have family or friends in the area? Yes No If yes, relationship _____

Who Will Live With You In The First Step Program:

_____ age: _____ Are you custodial parent:

_____ age: _____ Are you custodial parent:

_____ age: ____ Are you custodial parent:

_____ age: ____ Are you custodial parent:

Anyone 18 or older must submit a separate application

Do you have any of the following (check box if 'yes')? (You do not need these to qualify for First Step)

- Health Insurance Vehicle Driver License (State) _____ Number: _____
 State ID (State) _____ Food Handler Card Vehicle Insurance

Do you have any animals? Yes No If yes, how many and what kind? _____

Is this a Service Animal? Yes No What is your Service Animal trained to do? _____

Do you have a medically diagnosed disability? Yes No If yes, please describe: _____

Do you have any physical limitations? Yes No If yes, please describe: _____

Do you take any pharmaceutical medications? Yes No If yes, what are the medications prescribed for?

Other Information you want First Step to know: _____

Do you have a criminal record? Yes No If yes, list violations on criminal record and conviction date: (A criminal record will not prohibit you from First Step, a Criminal Background Check will be run on all applicants.)

Have you used alcohol, marijuana, or any illicit drugs in the last 30 days? Yes No The use of alcohol, marijuana and illicit drugs is not allowed while in the First Step program. All First Step applicants will undergo drug testing before acceptance into the program.

Have you ever been evicted from housing? Yes No If yes, when? _____

Reason for eviction? _____

INCOME INFORMATION

Do you currently receive Food Stamps? Yes No If yes, \$ _____ /mo.

Do you currently receive any employment income? Yes No If yes, \$ _____ /mo..

Do you currently receive any other income? Yes No If yes, \$ _____ /mo.

If yes, what is the source of other income? _____

(Disability, Social Security, worker's comp, TANF, child support, retirement, etc.)

RELEASE OF INFORMATION AUTHORIZATION

I hereby authorize First Step - Florence Solutions to Housing Security to disclose information on this application to other agencies to assist in determining eligibility for acceptance in the First Step program and for ongoing success if accepted into the program.

Signature _____

Printed Name _____ Date _____

This ROI expires 90 days after date stated above

By signing below, you are stating that the information you have provided is factual and complete to the best of your knowledge.

Signature _____ Date _____

Return to: First Step, 3996 Highway 101, Florence, OR 97439 revised:

12/2019