



House Rules & Violation Policy

Emergency Contact Numbers: Manager Cell Phone (301-979-2413) Police/Emergency – (911) university of Maryland Capital Region Medical Center (241-677-1000)

Violations of these rules can result in fines and/or permanent removal from the property.
You have 3 warnings ONLY. (**RED TYPE** =Immediate Removal)

SAFETY:

- Keep entrance and exit doors closed at all times.
- Do not leave items on the floor that may cause a slipping hazard.
- If you spill anything on the floor immediately wipe it completely.
- Do not place any plastics in oven.

GENERAL:

- Turn lights, electronics, fans, heaters, appliances and television off when not in use.
- **Do not open or enter any cabinets or closets with locks.**
- You may NOT enter another roommate's room at any time, unless invited. Make sure to respect everyone's personal space. Always knock before entering their room and try to avoid chatting when they seem like they might not be in a social mood.
- You must be fully clothed outside of your room.
- **Do not steal or use another person's items without permission.** Ask your roommate before you touch any of their belongings or eat their food. If they don't want to share, it's very important to respect that.
- **If you are diabetic or need to give yourself shots using a syringe; you will need to have a medical grade bin to dispose of used needles properly and show proof.**
- **NO LOUD MUSIC/NOISE.** Do not ask others if it's okay to play music loud. Noise should not be loud enough to bother anyone in the house or for the sound to travel out of the room with the door shut. If it does, when asked to turn down the first time should be done immediately and not raised again.

- When parking, Only Park in designated spot or on the main road.
- **Under no circumstances should any concealed weapons or bullets be in the home.**
- Immediately report any maintenance issues.
- **No pets are allowed in the house or in the backyard whatsoever.**

COMMON SPACES:

- No sleeping in common areas.
- Common areas, lights, and television off at 10pm.
- Never leave personal items unattended in common areas of the home,
 - Make sure that every roommate has a chance to use the common spaces if they want to. If there is a communal TV or stereo in a common area, take turns using it rather than keeping it all to yourself. If you know that your roommate has to work from home, study or sleep, consider watching your favorite shows or listening to music with headphones so they aren't disturbed.

SMOKING, ALCOHOL & DRUGS:

- Alcohol may only be consumed by those the age of 21 and older, and only in a responsible manner.
- **Cigarettes or any other type of Smoking Is not permitted at all in the house. If smoking outside, all cigarette butts need to be properly disposed of in a trashcan immediately after smoking. Smoking in designated areas ONLY. Location: On the patio at the back of the house.**
- **Do not share medication.**
- **Any type of illegal Drug is not to be brought around or used in the house. Any violation of this rule and the Authorities will be contacted, and Licensee will be evicted.**

PERSONAL PROPERTY:

- Roommates shall be responsible for the safekeeping and insurance of their own valuables.

BREACH AND MEDIATION:

Contentious issues between roommates shall be resolved by majority vote of all occupants or consultation with and binding mediation by

VISITORS:

- **No Visitors unless approved by management in advance.** You'll need to be considerate when doing so. Check-in with your roommates before inviting guests over so it isn't an unwelcome surprise. If your guests remain after your roommates have gone to sleep or while they are doing something that requires concentration, keep your noise levels down to avoid disturbances.
- Maximum visitation is twice per week.
- You are responsible for your guests and their behavior.
- No more than 2 visitors inside the home at any time.
- If shared room, **Visitors are not allowed** in the bedrooms, common areas only.

CLEANLINESS:

- Common Areas - Everyone is to clean up after themselves or any guests in common areas.
- Personal rooms - Your room shall be always kept in an orderly and sanitary condition; Room should be clean; no food or food wrappers/trash is to be kept in rooms at all.
- Bathrooms - Should be cleaned out after each use and when needed.
- Kitchen and Appliances - Should be cleaned after cooking. All dishes and cookware should be cleaned after used and left to dry, then to be put up in proper area

***There is a shared responsibility to empty the trash and recycling. Trash pickup is Thursday and recycling pickup is every other Thurs. Trash pickup that falls on a holiday is moved to the following day after the holiday.**

- Dishwasher - If used, dishes should be rinsed off before putting in and when full needs to be turned on. When dishes are dry, they need to be put back up.
- Cleaning Supplies - Certain supplies are needed to be on hand at home for everyone to use. These include toilet paper, paper towels, cleaning supplies, seasonings and more. Make sure to contribute your fair share of these household supplies so that the financial burden doesn't fall entirely on one roommate.
- Washer and dryer- Should be emptied after each use and cleared when needed Put trash in the trash can, put dirty dishes in the sink, clean up after use of the bathroom.
- The use of any Kitchen Appliances is NOT ALLOWED in bedrooms at any time.
- If you spill anything or make a mess anywhere in the house including your room, you will be responsible for cleaning it up.
- Don't place your feet on the couch or chairs, nor sleep on them.
- Don't use the kitchen trash bags for your personal use, other than trash.

YOUR ROOM:

- Borrowed mattress covers must NEVER be removed.
- Keep room door closed and locked when not at home.
- Keep personal items inside of your room (Valuable Items should be secured).
- Turn off all electronic devices when you will leave your room for long periods of time. To include the TV, fan, lights, etc.

PERSONAL HYGIENE:

- Diapers, bed pads, or any personal hygiene items must be disposed of properly and immediately.
- You shall keep up with your personal hygiene by bathing & brushing your teeth daily.
- You shall have no complaints that you or your personal space has offensive odors.

BEHAVIOR:

- No profanity, disrespect or offensive language directed at any roommate or Trusted Oasis staff or helpers.
- **No aggressive or violent behavior EVER!!**
- No lending or borrowing money from other roommates of Trusted Oasis.

LAUNDRY:

- Must Wash Your Own Laundry at least 1x Per Week including bedroom linen.
- Use your designated laundry day & time only.
- You may not wash another person's clothes.
- Don't use someone else's laundry supplies.
- Clean the vent after dryer use.

This is a cooperative living environment. If it is reported by the House Manager that you are causing a conflict or breaking any of the house rules, we reserve the right to ask you to leave at any time at the sole discretion of Management. NO refunds will be given

- **Amendments:** The roommates agree that the above roommate rules agreement may be amended from time to time by mutual consent or by majority vote if there are more than two occupants in the house. Amendments shall be effective when done in writing and signed by all roommates. By signing below the roommates agree to abide by the terms and conditions as stipulated above.

By signing below, I hereby acknowledge that I understand Trusted Oasis policies and rules and the violation policy.

LICENSEE FULL NAME: _____ DATE ____ / ____ / ____

LICENSEE SIGNATURE: _____ DATE ____ / ____ / ____

COMPANY REPRESENTATIVE SIGNATURE: _____ DATE: _____