

# POLICE HOUSING CONFIRMATION SHEET

POLICEHOUSING.COM

[POLICEHOUSING2@gmail.com](mailto:POLICEHOUSING2@gmail.com)

**(610) 888-6969**

House Locations:

236 EAST SPENCER AVE WILDWOOD NJ OR 456 W. BAKER WILDWOOD NJ (CIRCLE ONE)

RENTAL PERIODS:

WINTER HOUSING / ACADEMY \_\_\_\_\_ to APRIL GRADUATION DAY

\$125 - \$ 136 / per week - this rate may vary & starts as early as each Oct 2 nd fall/ winter season with a Minimum rental period of \$ 2750 ending in April ( on graduation day ) Winter academy starts each December and early entry is allowed.

BAKER HOUSE (Private Room)\$ 2500 when booked & paid both terms Winter & Summer( +\$5100)  
\$ 3000 if you are booked for only Winter Term Dec to Graduation

SUMMER HOUSING / ACADEMY APRIL XX TO OCT 1, 2021 (12:00 NOON check out time)

Each officer is required to be signed out by the housing director or agent prior to their date of departure. Please schedule your last day with your housing director when it's time.

Rental Fee: April xx to Oct 1

BAKER HOUSE:	\$5100* PRIVATE ROOM	\$4500* DOUBLE ROOM
SPENCER HOUSE:	\$4500* PRIVATE ROOM	\$4000* SHARED ROOM

**FIRST COME FIRST CHOICE - HOUSING OPEN UPON AVAILABILITY**

\* Security ( per specified house ) and Term End cleaning fee is extra and must be added to Total Due

**HOUSE RENTAL FEE + SECURITY FEE + END OF TERM CLEANING FEE = TOTAL DUE**

If additional housing is needed - we will be happy to extend the term/time period, please see the Housing Director as soon as you know an extension to your contract is requested( additional funds will apply )

If payment arrangements are needed, please contact your Housing Director immediately so you do not lose your bed/ room position. We are here to help you obtain your police housing from the academy period thru your entire contractual station term. Please advise us if you have any specific issues prior to your scheduled move in date.

Note: House occupancy may vary but if you reserve a private room you will get a private room. Shared/doubled rooms availability may vary upon each house. The Police Housing Authority reserves the right to make changes to this housing contract at any time. Please Speak to your Head of Household, housing agent or housing director if you have any questions or concerns or call 610-888-6969 any time.

Security/Sewer fees: BAKER \$595 (house has washer/dryer)

Security/Sewer Fees – Spencer: \$295 (house has no washer/dryer)  
End of Term Cleaning Fee \$75 (Note: if your room or house is left in poor condition this fee will result in a higher cleaning fee. The house was given to you in excellent condition, please, return in the same manner.)

### ROOM HOLDING AUTHORIZATION SECTION

**A ROOM HOLDING FEE IS REQUIRED TO HOLD YOUR ROOM / BED**

Room Holding Fee: \$     \$895

State Officers Name: \_\_\_\_\_ Bed /Room Desired \_\_\_\_\_

    Baker House or     Spencer House ( Circle one )

This payment in the form of a check/direct deposit/VENMO dated \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ constitutes:

Your Non Refundable Room reservation & Room Holding /Fee authorizing Police Housing division to reserve your bed & room in stated housing location listed above. Please note rooms are limited and we operate with a first come first serve policy.

**Please inform the director or which station sponsored you.**

**Sponsored Station** \_\_\_\_\_

Move in date of approximately \_\_\_\_\_

X \_\_\_\_\_ Signature of Officer Date \_\_\_\_\_

When renting for a full April-Oct season, after initial room/bed deposit is given, payments are due every 2 weeks and must be paid in full prior to moving in. No Entry will be allowed for Summer Housing unless Paid in Full unless other written approval is attached & signed off by housing director & officer with another acceptable payment date.

This is a non-refundable housing commitment. Once a deposit is placed on a room and signature is accepted and authorized by the housing agent as well as the officer's signature below , your room is secured and reserved for the listed officer.

Housing authority will then hold said room for specific officer arrival, If an officer fails to take possession or if while said officer possession is being occupied, officer quits, transfers, is removed, fired, or fails out of Academy, leaves for any reason during the pre-paid term above, no refunds are granted. This is a non-refundable housing contract.

Please make sure you are fully aware of your responsibilities prior to signing for your room holding & this housing commitment rental agreement

UNLESS ALTERNATE PAYMENT arrangements are made prior to & signed off by housing director /human resources dept, all housing is pre-paid prior to move in. No Exceptions! If your station will set up confirmation payroll deductions from your payroll checks, you need to allow proper time to facilitate all

paperwork well in advance of your move -in day. Deposits and room holding fees must be paid outside of payroll; deductions. No Exceptions First Time Cadets/ Academy officers are not eligible for payment plans.

## **HOUSE SHARE /UTILITIES / HOUSE RULES OBSERVANCE**

Since winter housing rental periods are extremely discounted, all utilities during the winter months will be 100 % shared by the # officers in the house. Utilities will need to be placed in the name of said officers for proper responsibilities with proof required at move in. Water/ sewer bills for usage may be escrowed since these bills won't arrive until after departure & will be monitored throughout term. Utilities bills & their proper proof of payment is due each month. In order to protect all roommates NO utility accounts or service can be turned off until the housing director is notified & signs off. Note: Baker House has a washer and dryer on premises - please see the director for the terms of usage.

Heat must be maintained at a minimum of 60 degrees to protect house pipes.

During the Summer, all utilities will be house shared. Shared by the # of officers in house less % paid for by the Police Housing division. Police Housing will pay the first \$150 of each house electric bill & difference will be split by the # of officers in each house. This will promote conservation and build teamwork. House rules will apply in all house shares. Please work with your roommates to set rules for all to observe & respect for your health & safety as well your fellow officers & of course the housing location. Each officer will have their own private room or will share a room ( double occupancy) plus have use of shared common areas. These " common areas " need to be well maintained and cleaned at all times. It is the responsibility of each Officer /First Responder to work together as a team to maintain their houses. House Checks may occur & if found less than satisfactory, fees may be assessed for houses failing to meet approved conditions. If a housing location needs to have a cleaning service, pest or trash or any other types of extra services during the term of said housing, fees will be charged to each officer in the house and due immediately. Please Respect your house & keep it clean.

Each House Group must elect 1 Head of Household (HOH) or one will be appointed to represent your house team.

\_\_\_\_\_ was appointed as your Head of Household Season 2021

We are grateful to have HOH services. The Head of Household will work directly with the Police Housing Division & its director making sure all communication regarding your health welfare and safety is made top priority. They will have the authority to make household decisions in case of a police housing agency's absence so please be respectful to them at all times & follow their instructions since we are advising you all now that their communication is through us.

Please respect your roommates' space, property, and personal possessions.

Note: Proper communication is key especially to successful living arrangements. We expect any disagreements to be settled with the utmost respect for each fellow officer as well as the house you all will be occupying. Any inappropriate behavior will be grounds for removal. Please consult your RA, HOH or housing director if any problems arise for which you feel you need assistance or guidance. We are all here to help.

## **UTILITIES**

**Utilities:** All utilities are under a “house share” policy and are divided equally among the # of tenants in each house.

**If utility bills are low enough, PoliceHousing.com or a secret admirer may pick it up for each house.**

**Summer Term**

**Electric:**

(PoliceHousing.com pays the first \$150 of each house electric bill to promote conservation/teamwork.)

**Water/Sewer-bills - Police housing will monitor usage and bill accordingly if necessary - Please conserve Sewer fees are based off of water bills / usage.**

**Promoting conservation, proper money management and teamwork is important- Any failure to cooperate or respect house rules will result in NOTIFICATION TO POLICE DEPARTMENT OR ACADEMY SUPERVISOR OR FIRE /EMT SUPERVISOR! .**

The HOH or director will be given copies of each bill and if they are not picked up by sponsorship monies then each tenant must forward their fair portion to HOH or housing director by specified due date by Vemno. Thank you ahead of time for your cooperation and conservation. If it becomes necessary to set up an Utilities escrow account to handle any utilities payments, we will let you all know. Please be mindful of utility due dates when needed.

We also have guardian angels, secret admirers & good Samaritans still in this world. We are contacted and asked how they help our Police Fire Emts and all First Responders. HINT : They like to pick up utility bills, send over food trays, pay for Taco Nights , buy Breakfast Lunch and/ or Dinner Party trays and a wide variety of other helpful and kinds ways they like to show you all that you are very much appreciated!!. Please have a house meeting so that your HOH may pass us a HOUSE WISH LIST. This way when we are contacted we may suggest your favorite foods or items from this wish list that these kind citizens wish to extend their gratitude to you all.

Rental period Fee	\$ _____
Security Fee	\$ _____
End of Term Cleaning Fee	\$ <u>75</u> _____
Utility Escrow fee ( if applicable )	\$ _____
<b>TOTAL DUE</b>	<b>\$ _____</b>

**NOTES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Signature Confirmation Sheet

If, for any reason, the First Responder provides Company with this Property/ Room Holding deposit/or Prepayment and the Responder does not take occupancy of said premises for whatever reason, all Rental Loss & damages will be assessed against this deposit & prepayment funds provided by Prospective tenants.

Responder acknowledges they willfully provide Company /housing authority with their Deposit as payment for a room rental commitment fee & Your deposit & signature below is proof of your acceptance of above policy-

OFFICER 2 DIGIT OFFICER CODE : \_\_\_\_\_ ( MUST USE THIS CODE WITH ALL PAYMENTS)

HOUSING AGENT : \_\_\_\_\_

HOH (head of household ) \_\_\_\_\_ ( leave blank if not elected yet)

\_\_\_\_\_  
DATE  
Signature of Tenant

\_\_\_\_\_  
DATE  
Signature of Agent or Housing Director

**\*\*- POLICE STATION PAYROLL DEDUCTIONS MAY BE DONE IF AUTHORIZED BY HOUSING DIRECTOR & Confirmed by HR dept of Station hired**

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