

POLICE HOUSING CONFIRMATION SHEET

POLICEHOUSING.COM

POLICEHOUSING2@gmail.com

(610) 888-6969

TODAYS DATE: _____

RENTAL PERIODS:

WINTER HOUSING/ACADEMY:

(Date) _____ to APRIL, _____ (date/year) GRADUATION DAY

Each officer is required to be signed in & out by the housing director or agent prior to their date of check-in & departure. A schedule will be provided to you for check in but please schedule your last day with your housing director/ agent when it's time.

Winter Rental Fee: \$500 month with a minimum rental period of \$2500 ending in April (on graduation day). Winter Academy starts each December and early entry is allowed starting Oct 2nd for fall/winter season. See utilities and fees page costs as well.

SUMMER HOUSING/ACADEMY:

Summer Rental Fee: \$5100* PRIVATE ROOM (1 officer), \$4500* SHARED ROOM (per officer)

* This is a **Non-refundable Housing Contract.**

APRIL XX** (Date/year) ____/____ 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.

** check-in date will be set by Housing Director only.

FIRST COME FIRST SERVE - HOUSING OPEN UPON AVAILABILITY

Your application fee (\$75) & initial Deposit of \$995 will allow Police Housing to know how many officers need to be placed for this season. To be fair, your time stamp will indicate the order for which applications were received. Once the maximum number of applications are received, you may elect to be placed on a waiting list. Once your FULL rental payment is received & time stamped (see Financial Page enclosed) housing will be assigned.

Rooms are assigned at our discretion.

*** Security deposit and Term End cleaning fee & washer & dryer fees*** are extra and must be added to Total (**where applicable)**

HOUSE RENTAL FEE + ALL FEES + = TOTAL DUE

If the housing term needs to be extended - we will be happy to extend the term/time-period with additional fees, please see the Housing Director as soon as you know an extension to the police department contract is requested (additional funds will apply).

Note: House occupancy may vary, but if you reserve a private room you will get a private room. Shared room availability may vary in each house. Police Housing 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 \$595

Sewer: _____ This will be determined by the housing location and the season.

End of Term Cleaning Fee \$75 (Note: if your room or house is left in poor condition this 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

Please note this is a **non-refundable Contract** in its entirety _____ Initial Here

Application Fee Due Upon Initial Contact: \$75 (non-refundable)

Room Deposit must be paid in order to reserve your room category, Specific Housing Location Not Confirmed until Paid in Full _____ Initial Here (non-refundable)

Room Deposit: \$995

Officer's Name: _____ Bed/Room Desired _____

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

Your Non-Refundable Room deposit - authorizing Police Housing 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 _____

This is a NON-REFUNDABLE housing contract & 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. _____ initial Here
Police Housing will then hold said room for specific officer arrival. If an officer fails to take possession or if, while said officer is occupying/in possession of room, and the officer quits, transfers, is removed, fired, fails out of Academy, or leaves for any reason during the pre-paid term above, no refunds are granted. THIS IS A
NON-REFUNDABLE HOUSING CONTRACT. _____ Initial Here

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

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 HOUSING, all utilities will be house shared. Shared by the # of officers in house less % paid for by the Police Housing division. 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.

Summer Term

Electric:_____

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.

See financial and signature pages below

Financial Commitment Page

Application Fee \$75_____

*Required Immediately to process your Application, and is non-refundable

Rental Deposit \$995_____ ****This will be take-off of the total rent due**

Balance of Rent \$_____

Security Fee \$595_____

End of Term Cleaning Fee \$ 75 _____

Washer and Dryer fee \$_____

(if applicable)

Utility Escrow \$_____

TOTAL DUE \$_____

Once paid in full a house assignment can be given to you (actual room will come closer to check in) If a deposit is only given, your application will held for housing based upon availability at the time of your paid-in-full contract application.

Housing deposits will only be accepted until housing is booked in full. You may elect to go on a waiting list.

**** The Rental deposit fee is non-refundable. Once the contract is paid in full and room has been confirmed the entire contract in full is non-refundable. If you elect to go on a waiting list and housing does not become available, your deposit will be refunded.**

NOTES: _____

See signature confirmation page below

Signature Confirmation Sheet

If 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

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