

 **Lake Union Village Intake Form**

**Low Income Housing Institute**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CODE OF CONDUCT**

The people of the Low Income Housing Institute, in order to keep a more harmonious community, ask that you observe the following Code of Conduct:

* Please respect the rights and privacy of your fellow villagers- be sure to clean up after yourself and do not take belongings that are not yours.
* Smoke alarms and carbon monoxide alarms have been installed in each unit. Do not tamper with or disable.
* No open flames in tiny homes.
* Smoking must be done in designated smoking area.
* Refrigerators, microwaves, propane tanks, unauthorized heaters or appliances are not allowed in any tiny home.
* No food is allowed in any tiny home unless food is packaged in an air sealed container and disposed of when finished.
* Please keep food stored in designated space in refrigerator, labeled.
* All animals must be on a leash when being walked and owners must pick up their animal’s waste. Residents must show proof of vaccinations, spay/neutering documentation before move in.
* No alcohol, drugs, and marijuana are allowed in any public spaces within the Village, outside the entrance, the alley, or the surrounding area.
* Weapons are not allowed at the Village.
* Violence will not be tolerated. Please attempt to resolve any conflict in a peaceful manner. For resolution, see section leader. If further assistance is needed, please see Lake Union Village staff.
* Degrading, ethnic, racist, sexist, transphobic, or homophobic remarks are not acceptable and will not be tolerated.
* Physical punishment, verbal abuse, retaliation, or intimidation will not be tolerated.
* Visiting hours are from 9:00 a.m. - 5:00 p.m. And must be done in the community area only.
* Residents are responsible for the actions of all of their household members and guests.
* No loitering or disturbing neighbors- no trespassing on private property.
* One bicycle per person and it must be stored in a designated bike area.
* No storage of personal belongings or furnishings will be permitted on decks, porches, or other public areas.
* Weekly community meetings are required and take place every Monday at 3pm. Please communicate with staff if you cannot make it.
* Case management is required at Lake Union Village once every two weeks. Please be sure to meet with your case manager.
* Every member of the community is required to contribute to the village with hours of service. This will be assigned by village staff each week and will rotate between each tiny house section.
* For the safety of the village, bag searches may occur at any time by any member of the staff at Lake Union Village.
* The unit at the Village must be the resident’s primary residence.
* Residents must sign themselves in at the village every day. Three days without signing in is considered abandonment and your unit will be cleared of your belongings.

**IF THESE RULES ARE NOT RESPECTED AND ENFORCED, DISCIPLINARY ACTION WILL BE TAKEN, AND MAY LEAD TO BEING BARRED FROM THE VILLAGE.**

**Other Site Rules:**

1. Residents must use the main gate for entry and exit.
2. Be courteous to our neighbors. No loitering around the village and surrounding area.
3. Use the designated restrooms.
4. All possessions and personal belongings must stay inside your designated tiny house unit.
5. All recycling, trash, and compostable/food are to be separated and properly disposed.
6. Pets must follow LIHI Pet Policies. All pets and service animals must be on leashes outside the tiny houses.
7. Tiny houses must be maintained in good order, and any repair problems should be reported promptly. Pests and bed bug infestation must be reported immediately.
8. No change in any fixture, wiring or any part of the unit including entry door locks.
9. There will be a weekly inspection during the first month of tenancy followed by a monthly inspection. There will be a general 48-hour notice given to the residents prior to the inspection.

**Case Management:** LifeLong is providing Case Management services to Lake Union Village. The Case Manager will do Homeless Management Information System (HMIS) surveying and data entry – in an informed-consent fashion. Within seven days of intake into Lake Union Village, new participants are required to check in with the Case Manager and complete the HMIS Informed Consent and Demographics forms. Case Management is required at Lake Union Village. HMIS data collection is a requirement of the Seattle Human Services Department.

**I/we by my/our signature(s) below, acknowledge that I/we have read and understand the above agreement and agree to be bound by them.**

**I acknowledge that a copy of this document was provided to me.**

**Participant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Participant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LIHI Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special Projects Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**