



## Severance House Resident Information Packet

Effective: 01/12/2026

This packet provides detailed information about residency at Severance House, including application procedures, expectations, policies, and pricing.

### Welcome & Program Overview

Welcome to Severance House. Our mission is to provide a safe, structured, and inclusive sober living community that empowers individuals, especially LGBTQIA+ residents, to build sustainable sobriety, emotional resilience, independent living skills, and find community. We believe recovery flourishes through community, accountability, and compassion. Residents are expected to engage in their own growth, contribute to the community, and follow all program guidelines.

### Room Options & Pricing

Room Type	Description	Weekly Rate
Double Rooms (Upstairs & Downstairs)	10 rooms; shared facilities	\$250
Single Rooms <b>(Only eligible in phase 4 of program)</b>	3 rooms; shared facilities	\$300

Rent is due on the 1st Monday of each week. Deposits and fees may be refundable based on the policy. Late fees may apply after a grace period of 1 day. Payments may be made via check, electronic transfer, or approved agency funding sources.

**Security Deposit:**

Resident agrees to pay a refundable security deposit equal to one (1) week's program fee or \$250 prior to move-in. The security deposit is not an advance payment of rent and may not be applied by the resident toward any month's rent or fees.

**Use of Deposit:**

The deposit may be applied by the Operator toward (a) unpaid rent or program fees, (b) costs of repairing damages to the premises beyond normal wear and tear, (c) replacement of missing items or furnishings, or (d) other costs directly arising from Resident's breach of this Agreement or House Rules.

**Refund of Deposit:**

The deposit will be refunded within thirty (30) days after Resident fully vacates the premises and provides a valid forwarding address, provided that all rent and fees are paid in full, the premises are left in good condition, and all keys, access cards, and property are returned. Any amounts withheld will be itemized in writing and delivered to the forwarding address.

**Non-Refundable Fees:**

Application, administrative, house set-up fee, or other move-in fees, if charged, are separate and non-refundable. These are not considered part of the security deposit.

Residents agree to pay a \$150 house set-up fee prior to move-in. This fee is non-refundable and is separate from the security deposit. This one-time setup fee covers cleaning, onboarding, supplies, and getting residents fully moved in and supported.

**Forfeiture of Deposit:**

The security deposit may be forfeited, in whole or in part, if the Resident:



1. Fails to provide at least 7 days' notice of move-out;
2. Is terminated or discharged from the program for violation of House Rules, non-payment, or relapse;
3. Causes damage beyond normal wear and tear; OR
4. Leaves property, trash, or personal items requiring major disposal or extensive cleaning.

### **Disclaimer:**

This security deposit policy complies with the Texas Property Code, Chapter 92. Refunds will not be made until the premises have been inspected, and any refund shall not be construed as an admission that the premises were returned in satisfactory condition. The operator reserves the right to modify deposit policies in compliance with Texas law.

### **House Rules & Resident Expectations**

Residents are expected to maintain a respectful, safe, and sober environment. Key policies include:

- **Curfew:** Starts at 9:00 PM in the initial phase and is gradually extended with each phase
- **Quiet Hours:** 8:00 PM – 8:00 AM.
- **Visitors:** Allowed only during approved hours and with staff permission. No visitors allowed in the initial phase
- **Chores:** Shared cleaning and maintenance responsibilities rotate weekly. Chores are decided upon by the resident community
  - **Conduct:** Harassment, theft, or violence will result in review and possible termination.
  - **Communication:** Residents must report maintenance issues, conflicts, or safety concerns promptly. Sobriety Hub is used as the main point of communication between residents and staff.

### **Drug Testing Policy**

Severance House maintains a zero-tolerance policy for substance use while promoting accountability and recovery. Residents agree to submit to random and for-cause drug and alcohol testing (UA/BA). Testing may occur upon suspicion, relapse, or at random intervals.



Results are confidential and shared only with authorized staff. Positive results will initiate a supportive intervention process and may include increased accountability measures.

- **If a positive result is assessed**, another test will be conducted to confirm the positive results. If an additional positive result occurs then the formal termination process will be assessed.

## **Recovery & Support Expectations**

Residents are expected to engage in ongoing recovery work and community participation.

Requirements include:

- Attendance at weekly house meetings.
  - Participation in SMART Recovery or similar groups.
  - Cooperation with staff check-ins.
  - Optional wellness, therapy, and mentoring opportunities.
- Residents must attend at least 5 recovery or community meetings in the initial phase.

## **Resident Rights**

Residents retain all rights under the Fair Housing Act and ADA. Severance House does not discriminate based on race, color, national origin, religion, sex, disability, or familial status. Residents may request reasonable accommodations and have the right to file grievances confidentially.

## **Consents & Acknowledgment**

Residents must read and initial each acknowledgment:

- I consent to random drug/alcohol testing.
- I agree not to store or possess any controlled substances unless one of the following applies:

- The medication was prescribed as part of an active treatment plan (e.g., during inpatient or outpatient rehabilitation), and verified by staff; or
- The medication is authorized in writing by a licensed prescriber, with documentation provided to staff in advance.

I understand that all medications, including approved MAT/MOUD prescriptions, must be disclosed to staff and stored/managed according to the program's Medication Policy.



- I understand the self-admin policy.
- I agree to attend required meetings (i.e. House meeting).
- I acknowledge the Nondiscrimination Policy.
- I consent / do not consent to photo use.

### **Final Signature Page**

**I acknowledge that I have read and understood the Severance House Resident Information Packet, and I agree to comply with all policies, rules, and procedures.**

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_