

Garza Independent Living

General House Rules:

1. No smoking inside **Garza Independent Living**
2. No illegal drugs or alcohol in or around **Garza Independent Living**
3. No stealing or destruction of property.
4. No violence or possession/use of weapons including, but not limited to, guns or explosives in or around **Garza Independent Living**
5. Pets are not allowed. Please discuss with the Operator, Antolin Garza, if you would like to request special permission for a pet.

Chores and Responsibilities

6. Tenants are expected to make up his/her own bed daily.
7. Tenants are expected to do his/her laundry weekly following the **Garza Independent Living Laundry Schedule**
8. Tenants are expected to follow weekly chore list posted in the **kitchen**.
9. Tenants are expected to maintain proper hygiene (i.e. take showers regularly, brush teeth daily).

Meals and Food

10. Label all personal food with your name.
11. All dishes must be washed after use.
12. Eating is allowed only in the **kitchen and living room**.

Visiting Hours

13. Tenants are responsible for the actions of their guests.
14. Visiting Hours are from **11:00 AM to 7:00 PM. (Visitors are not to disrupt other tenants from utilizing common areas)**.
15. No Overnight Guests are permitted.

Medication Management & Medical Emergencies

16. **Garza Independent Living** requires all tenants to fill out the Behavioral Health Emergency Response Plan (ERP) form.
17. Every tenant is responsible for his/her medication and contact with their doctors.
18. If Antolin Garza isn't on site, contact him at **(559) 304-9090**. If you are unable to reach Antolin Garza call 9-1-1.
19. No transportation is provided by **Garza Independent Living** to and from the tenant's doctor's office or clinic.

Earthquake/Fire/Disasters

20. In case of earthquake/fire/other natural disasters, tenants will leave the house immediately through the nearest exit. Move away from the house and use a cell phone or neighbor's phone to call 9-1-1.
21. In case of fire, call 9-1-1

Pest Prevention

22. **Prior to moving belongings into their shared space, all new tenants are required to wash all clothing and other items.**
23. Antolin Garza will inspect all clothing, bedding and other washable items before tenant is permitted to move into his/her space.
24. If at any point you think you may have bed bugs, notify Antolin Garza immediately so that they can begin treating the problem.

Professional Conduct and Behavior

Garza Independent Living houses a group of adults living together as a family.

- 25. Tenants are expected to treat each other like family; with dignity and respect at all times.
- 26. Abuse and harassment will not be tolerated.
- 27. No sexual conduct within **Garza Independent Living**
- 28. No fighting or abusive language.

Rule Violation

All tenants are expected to follow House Rules while residing at **Garza Independent Living**. A copy of these rules are posted in the **Living/Kitchen area** for your convenience. Breaking any of the house rules may result in your eviction from **Garza Independent Living**

Grievance/Complaint Procedures

Grievances and complaints may be brought to Antolin Garza either verbally or in writing. He will respond to the grievance or complaint within **72 Hours**. If the issue is still not resolved, Antolin Garza will inform tenant of recommended actions.

I, the undersigned, agree to these house rules and have received a copy for my records.

Tenant Signature

Date