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 Angola, Indiana 46703  
 Phone 260.665.7700  
 Fax 260.665.8998

|           |            |           |               |
|-----------|------------|-----------|---------------|
| Last Name | First Name | Middle    | Date of Birth |
| Address   | City       | State Zip | Phone Number  |

In order, what are your goals while living at 4CTL? \_\_\_\_\_

Have you been clean and sober for at least 72 hours?  Yes  No

Last school year attended: \_\_\_\_\_ Grade completed \_\_\_\_\_ School location \_\_\_\_\_

Do you have a valid drivers license?  Yes  No

Are you an alcoholic?  Yes  No Date of last drink \_\_\_\_\_

Are you addicted to drugs?  Yes  No Date of last use \_\_\_\_\_

Ever attend Alcoholics Anonymous or Narcotics Anonymous?  Yes  No

Date of first meeting \_\_\_\_\_ Date of last meeting? \_\_\_\_\_

Do you have a sponsor?  Yes  No If so, who and city \_\_\_\_\_

Have you made a commitment to stop drinking and/or using drugs?  Yes  No

Who are you making the commitment to stop? \_\_\_\_\_

Are you willing to commit to a minimum of 7 meetings a week?  Yes  No

Are you willing to commit to stay at 4CTL for 270 days?  Yes  No

Who referred you to Four County Transitional Living? \_\_\_\_\_

Have you ever lived in a recovery house?  Yes  No

Where? \_\_\_\_\_ Date \_\_\_\_\_

Are you employed?  Yes  No If employed where? \_\_\_\_\_

What are your major job skills? \_\_\_\_\_

Are you willing to get a job?  Yes  No

What are you qualified to do, be specific! For example, do not answer "Construction" if you are a plumber or electrician. List what you are qualified to do or have an interest in doing:

\_\_\_\_\_

Do you receive unemployment, disability, pension or any other income?  Yes  No

Income Sources: \_\_\_\_\_ Amount per month: \_\_\_\_\_

Current monthly income? \_\_\_\_\_ What do you expect it to be next month? \_\_\_\_\_

Are you involved in any legal action at this time?  Yes  No

Are you currently on probation?  Yes  No

If you are incarcerated at this time list all cause numbers, state, county and dates below:

Is your stay here if approved going to be under court order?  Yes  No

If you answered no above, it may be requested that your stay to completion of the program is written in your court order, is that a problem?  Yes  No

If you answered yes to either of the above questions, please explain the circumstances in detail below listing the present and past charges:

Are you required to register as a sexual/violent offender?  Yes  No

If you answered yes list the year, state, county and cause number \_\_\_\_\_

Please list any medications that you are prescribed below:

\_\_\_\_\_  
\_\_\_\_\_

List any additional information that would be helpful for us to know during your stay such as allergies, physical or mental handicaps:

Please list two (2) people to contact in the case of an emergency or that communicate with you on a regular basis:

| Name | Address | Relationship | Phone |
|------|---------|--------------|-------|
| Name | Address | Relationship | Phone |

FOUR COUNTY TRANSITIONAL LIVING ENFORCES IMMEDIATE EXPULSION IF ANY RESIDENT IS:

- A. Found to be using alcohol or drugs.
- B. Is non-compliant with the House Rules.

I agree that all statements by me are true, I waive any Resident rights while an occupant at Four County Transitional Living, Inc. I agree that 4CTL or its agent may use the above information for a background check.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

First I.D. source \_\_\_\_\_

Second I.D. source \_\_\_\_\_

## **Four County Transitional Living 2021 Basic House Rules**

1. **Residents must be clean and sober at all times on and off the premise.** Residents must be sober a minimum of 72 hours prior to admission. Random alcohol and drug screening is mandatory enforcing a zero tolerance rule for all residents.
2. **Daily AA/NA meeting(s) are mandatory,** unemployed residents will take advantage of attending additional meetings until full time work is secured. In addition to recovery meetings weekly house meetings are required. Any modification to mandatory meetings is handled by the director on a case by case basis.
3. **Your financial obligation** to the house take priority over all other obligations. Two weeks rent is due for entry into the house. Half of the funds pays the first weeks rent while the other half is held on your account which is held to pay your very last week of rental due at the end of the program. Rent is your responsibility it is due every Friday by 5 PM for the upcoming week. Failure to pay rent is grounds for dismissal from the house.
4. **Signing-In and Out is required anytime you leave the property.** Curfew is 9:30 PM Monday through Sunday. Curfew violation will result in eviction. Any resident expected be late due uncontrollable circumstances must notify staff at lease 30 minutes prior to the time you're due to be back in the house. Third shift workers must abide by the curfew if not working.
5. **Theft will not be tolerated by a resident. Theft will be immediate dismissal from the house.** Residents are not allowed in any other resident room unless invited and the individual is present. Residents may have personal security containers at the residents cost. Rooms are to remain unlocked. 4CTL assumes no responsibility for resident property or theft of property.
6. **Second shift employment is not allowed.** Residents must secure 1<sup>st</sup> or 3<sup>rd</sup> shift employment. Failure to secure or maintain full time employment is cause for eviction depending on the circumstances. Residents are required to preform household duties on a rotating schedule along with other maintenance as requested.
7. **Each resident will maintain acceptable personal hygiene** and be fully clothed in proper attire while in public areas wearing shoes or slippers. Residents are not allowed to lay down or sleep in common areas. Residents are expected to keep their own area in a high state of cleanliness. Fresh bed linens are required or cleaned weekly on Fridays.
8. **Any guest is not allowed in sleeping areas,** this includes direct family members. Minor guest must be a direct family member to be allowed in the house. In house visitation is limited to two hours weekly.
9. **Respect other residents.** All electronics are to be off at 11PM, use head phones while electronics are used in your room. Pickup, cleanup after yourself in house areas.
10. **New residents** must complete their orientation period in good standing to be eligible for an overnight pass which normally happens on the 4<sup>th</sup> or 5<sup>th</sup> weekend in the house. New residents must have free time on the weekends approved prior by the director.



11. **Fraternization is not allowed.** Fraternizing with residents of any recovery house is not tolerated this includes all sexual orientations.
- A. Residents of 4CTL have no reason to be alone with anyone of the opposite sex while living at 4CTL. This includes vehicles. Immediate dismissal from the house will result.
  - B. Female residents may attend AA/NA meetings at 4CTL however females must leave the house within 15 minutes after the end of a meeting.
  - C. 4CTL residents are only allowed in the Alano Club at times of meetings. No loitering before or after Alano meetings.
12. **Smoking** is permitted in the outdoor area behind the house.
13. **Gambling** of any sort is strictly forbidden on the premise.
14. **The house phone is for all residents use.** Respect others with a 10 minute limit on calls. No calls after 11PM. The house phone is for local calls only.
15. **Food**, you may prepare food for yourself as well as other residents during the permitted times only. All food is to be consumed in the dining room or kitchen table. No food or candy in the bedrooms or living room. The supper meal is provided Monday – Friday. Clean up after yourself keep the kitchen clean at all times.
16. 4CTL reserves the right to notify any referring agency, court, employer, family and friends etc. should any resident be asked to leave the facility for any reason.
17. Items left for over seven (7) days after departure become house property. Items will be discarded or donated. All financial obligations must be paid prior to picking up items left in the house.
18. The director and assigned staff are directly responsible for enforcement of the above rules and will exercise judgment and discretion at all times when in charge. Non-compliance with the house rules or insubordination will result in eviction.

I \_\_\_\_\_ have read and understand the house rules.  
Printed Name

\_\_\_\_\_  
Applicant/Resident signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Four County Representative / Title

\_\_\_\_\_  
Date