



Tacoma Emergency Micro-Shelter Intake Form
Low Income Housing Institute

Date: _____ Time: _____

First Name: _____

Middle Name: _____

Last Name: _____

State: _____

Contact Number: _____

CODE OF CONDUCT

In order to create a harmonious community, the Low Income Housing Institute is requiring 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 these.
- No smoking, candles or open flames are allowed in tiny homes.
- Smoking must be done in designated smoking area.
- Refrigerators, microwaves, propane tanks, unauthorized heaters or appliances are not allowed in any micro unit.

- No food is allowed in any micro unit unless food is packaged in an air sealed container and disposed of when finished.
- Please keep food stored in the kitchen in designated space in the refrigerator, labeled.
- All animals must be on a leash when being walked and owners must pick up their animal's waste. Pet owners 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 please see 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. to 5:00 p.m. And must be done in the community area only.
- Villagers 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 is allowed and must be stored in 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 4pm. Please communicate with staff if you cannot make it.
- 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 among villagers.
- The micro unit at the Village must be the villager's primary place to live.
- Each household must sign 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 ASKED TO LEAVE THE VILLAGE.

Other Site Rules:

1. Residents must use the main gate for entry and exit. Residents and visitors are not to be let in through the back gate.
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 unit.
5. All recycling, trash, and compostable/food are to be separated and properly disposed.
6. People with pets must follow LIHI Pet Policies. All pets and service animals must be on leashes outside the tiny houses.
7. Each micro unit must be maintained in good order, and any repair problems should be reported promptly. Pests and bed bug infestation must be reported immediately to staff.
8. No change may be made 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: Engagement with Case Management staff is required. Staff will do Homeless Management Information System (HMIS) surveying and data entry – in an informed-consent fashion. Within seven days of intake into the Tacoma Emergency Micro-Shelter, 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 Tacoma Emergency Micro-Shelter. HMIS data collection is a requirement of the City of Tacoma.

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:** _____

Updated 12/4/19