



Plum Street Village Intake Form
Low Income Housing Institute (LIHI)

Date: _____ Time: _____

First Name: _____

Middle Name: _____

Last Name: _____

State: _____

Contact Number: _____

CODE OF CONDUCT

The people of Plum Street Tiny House Village, in order to keep a harmonious community, require that you observe and follow this 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.
- For the safety of the village, bag searches may occur at any time by any member of the staff at Plum Street Village.
- 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 the kitchen 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. Please follow rules of dog run.
- Alcohol, drugs, and marijuana are not allowed at or within one mile of Plum Street Village Tiny House Village.
- Weapons are not allowed at Plum Street Village.
- Violence will not be tolerated. Please attempt to resolve any conflict in a peaceful manner.
- 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.
- No loitering or disturbing neighbors- no trespassing on private property.
- One bicycle per person and it must be stored in a designated bike area.
- Weekly community meetings are required. Please communicate with staff if you cannot make it.
- Case management is required at Plum Street 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.
- Residents must sign themselves in at the village every day.

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. 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: LIHI is providing Case Management services to Plum Street Village. The LIHI Case Manager will do Homeless Management Information System (HMIS) surveying and data entry – in an informed-consent fashion. Within seven days of intake into Plum Street Village, new participants are required to check in with the LIHI Case Manager and complete the HMIS Informed Consent and Demographics forms. Case Management is required at Plum Street Village.

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:** _____