**[Home Name] Suite Agreement**

This document will act as an agreement between downstairs tenants and [Organization]- the operators of [Home Name].

**Confidentiality:**

Basement tenants will ensure that the privacy of [Home Name] residents through adhering to the following:

* You will not disclose the location of [Home Name] to ensure the safety and privacy of [Home Name] residents. Guests are of course permitted to your suite, however we ask that they use the side door, and are not informed the [Home Name] operates in the units above the basement.
* You will not ‘out’ [Home Name] residents in public- in terms of their identities or residency at [Home Name].

**Responsibilities:**

* All residents have the right to safe and secure housing-physically mentally and emotionally. All residents will respect this right of others.
* All residents will adhere to quiet hours between 11pm to 7am.
* Ensuring building maintenance upkeep-i.e. shoveling the side entrance to the house, placing recycling and garbage bins out for pick up in a timely manner, communicating building issues in a timely manner with [Management Property]
* Basement residents are responsible for their own groceries and personal items, i.e. toilet paper, toiletries, laundry detergent etc.
* The [Home Name] property is an alcohol and illicit drug free property, and as per the Safe Housing agreement with [Management Property], we ask that your respect this by not consuming or storing non-prescription drugs or alcohol on the property.

**Rights:**

* You have the right to safe and secure housing. If at any time you feel that this right is not upheld, please contact [Management Property] and [Lead Support Staff], to make them aware of the situation.

**On-Site Support:**

On-site [Organization] support (case management, peer support, social support, transportation) is intended for the residents of [Home Name]. In the case of mental or physical emergency, basement residents may seek support from [Home Name] staff by coming to the main area OR (list additional forms of contact).

Basement residents are encouraged to connect with [Organization] and the 2SLGBTQ [City] community during [Organization] hours and [Organization] social and support groups. The [Home Name] coordinator may provide you with support/system navigation/case management per your request during their regular office hours. We are here to help! And will do our best to support you in whatever way we can.

**Community:**

Welcome to our [Home Name] community! In order to facilitate the sense of community throughout the building, community nights will be held every Friday evening from 6-10 pm. During this time basement resident are welcome to join in activities and share a meal with residents and staff upstairs. As the upstairs area is intended for the use of [Home Name] residents, and considered to be their home, basement residents are not permitted upstairs at other times of the week, unless invited up by [Home Name] residents as their guests.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_