



EVERGREEN NORTHWEST RECOVERY RESIDENCE LLC

RESIDENT AGREEMENT AND POLICIES

12421 5th Ave W, Everett, WA 98204
Mailing: 13110 NE 177th Pl #433, Woodinville, WA 98072

Effective Date: August 12, 2026

IMPORTANT NOTICE

This agreement and policy packet is a working document for Evergreen Northwest Recovery Residence LLC, a Level 2 / Type M Monitored Recovery Residence. It is not legal advice and does not replace review by a Washington landlord-tenant attorney, Everett Planning/Building/Fire officials, an insurance professional, or accreditation bodies. This residence does not provide clinical treatment, diagnosis, counseling, detoxification, medication management, or other licensed behavioral-health services.

This residence operates in compliance with Washington State law, the federal Fair Housing Act, and industry best practices for recovery housing, including guidelines established by the National Alliance for Recovery Residences (NARR). Evergreen Northwest Recovery Residence LLC is working toward voluntary accreditation with the Washington Alliance for Quality Recovery Residences (WAQRR).

PROPERTY & ENTITY RELATIONSHIPS

The following entities and roles govern the operation of this recovery residence. All residents and staff should understand these relationships.

Property Manager: DDB Management LLC 360-207-4083 / ddbmgmt@gmail.com	DDB Management — Manages property-level maintenance, repairs, and landlord-tenant matters on behalf of the Owner
Operator / Master Tenant: Evergreen Northwest Recovery Residence LLC 760-279-3943 / contact@evergreennw.com	Evergreen Northwest Recovery Residence LLC — Holds the master lease and operates the recovery residence program
Residents / Clients:	Individuals in recovery who are clients of Evergreen Northwest Recovery Residence LLC and occupy rooms under a resident agreement

Evergreen Northwest Recovery Residence LLC is the master tenant under a lease with the Property Owner. DDB Management acts as the property manager for the Owner and handles structural repairs, major maintenance, and property-level emergencies. Evergreen Northwest Recovery Residence LLC handles all resident services, house rules, recovery support, and day-to-day operations. Residents are clients of Evergreen Northwest Recovery Residence LLC, not direct tenants of the Property Owner.

I. UPON ARRIVAL / INTAKE

All residents must complete the intake process before occupying a room. The intake process ensures that the residence is an appropriate fit for the applicant and that the applicant understands the expectations of the program.

1. Intake Requirements

1. Complete the Resident Application and Screening Form.
2. Complete all Intake Forms and Consent Forms (drug testing, release of information, house rules acknowledgment).
3. Read and sign this Resident Agreement and Policies document.
4. Read and sign the House Rules.
5. Provide emergency contact information.
6. Pay the total move-in costs: \$[amount] calculated as follows:

a)	Administrative/Intake Costs: \$
b)	Security Deposit: \$
c)	First Month's Rent: \$600.00

7. The resident will be given a drug screening upon completing intake. This is to establish a baseline and ensure the resident has become drug and alcohol free. A positive result at intake does not automatically result in denial; the House Manager will assess whether the resident can safely remain in the community or requires a higher level of care.

2. Eligibility

This residence serves adults in recovery from substance use disorders. Applicants must be committed to maintaining an alcohol- and drug-free lifestyle. Current illegal drug use is not permitted. Residents utilizing prescribed medications for physical health, mental health, or substance use disorders—including medications for opioid use disorder (MOUD) and medication for alcohol use disorder (MAUD)—are welcome, provided medications are taken exactly as prescribed.

3. Couples Policy

Evergreen Northwest Recovery Residence welcomes couples who are both committed to recovery. Both partners must complete the full application and screening process individually, meet all admission criteria, and sign separate resident agreements. Couples may be housed together in a designated room when space permits. Both partners are subject to all house rules, including drug testing, meeting attendance, and chore participation. In the event one partner violates house rules or relapses, Provider will assess whether the violation poses a risk to the residence community. Provider reserves the right to require the non-violating partner to remain in compliance with all rules and may, at its discretion, allow the non-violating partner to continue residency subject to an individualized safety plan. Either partner may request a room change at any time. Disruptive domestic conflict will be treated as a safety concern and addressed under the Relapse and Emergency Removal Policy.

II. DURING RESIDENCE — HOUSE RULES

The following rules are designed to maintain a safe, respectful, and recovery-focused environment for all residents. All rules are applied consistently and uniformly. Violations may result in written warning, house restriction, or termination of residency, depending on severity and context.

1. Substance-Free Environment

The use, possession, or distribution of alcohol, illicit drugs, unauthorized cannabis, drug paraphernalia, or any unlawful substance is strictly prohibited on premises. This includes all common areas, bedrooms, bathrooms, and outdoor property. Prescribed medications taken exactly as directed by a licensed prescriber are permitted.

2. Drug and Alcohol Testing

All residents are subject to drug and alcohol testing at any time while living at the residence. Testing may be random, scheduled, for-cause based on objective safety concerns, or required after a documented incident. The resident receives the policy before testing. Collection and handling will be as private and respectful as possible. Results are confidential and shared only with authorized persons. A disputed or non-negative result may be reviewed or confirmed through an appropriate process before final action where feasible.

A missed or refused test is documented and addressed under this agreement; it is not automatically treated as proof of substance use without considering context. Staff do not diagnose impairment.

3. Curfew

House curfew is 10:00 PM Sunday through Thursday and 1:00 AM Friday and Saturday. Exceptions will be made for employment, treatment, school, family, court, faith, or emergency commitments with prior approval from the House Manager. Curfew is not a substitute for lawful eviction procedures.

4. Visitors and Overnight Guests

All visitors must be pre-approved by the House Manager. Visitors are allowed in common areas only during posted visitor hours [10:00 AM – 9:00 PM]. Visitors must sign in, remain with the resident, and follow substance-free rules. Visitors must have a minimum of 30 days of sobriety if they are in recovery.

Overnight guests are strictly prohibited. No visitor may remain on the premises past posted visitor hours. This policy applies to all residents without exception, including residents in couple arrangements. Violation of the overnight guest policy is grounds for immediate written warning and may result in termination of residency if repeated or if the guest poses a safety risk.

5. Sign-In/Sign-Out

Residents must sign in and out when leaving or arriving at the house. Residents may only leave the premises for non-job-related activities with other residents who are not on house restriction, or with an approved sponsor or support person.

6. Recovery Participation

Residents are expected to participate actively in their recovery. This includes:

- Attend a minimum of [number] recovery meetings per week (AA, NA, SMART Recovery, or equivalent mutual-aid group).
- Obtain a sponsor or recovery mentor within [timeframe] of move-in.
- Attend all weekly house meetings.
- Participate in assigned chores and maintain personal and shared spaces.
- If employed, work schedule must be obtained within 30 days of initial residency.

7. Employment and School

Residents are encouraged to work, attend school, or volunteer. Employment or school schedule must be shared with the House Manager. If a resident seeks employment at an establishment that serves alcohol, prior approval from the House Manager is required. Residents are excused from weekly house meetings only if work hours conflict, with verification.

8. Relationships

New romantic or sexual relationships between residents are discouraged for the first 90 days of residency to allow focus on personal recovery. No romantic or sexual relationships between staff and residents are permitted at any time.

9. Telephone and Communication

Telephone curfew for incoming and outgoing calls is 10:00 PM Sunday through Thursday, and 11:00 PM Friday and Saturday. Calls are limited to 15 minutes when other residents are waiting. Residents may communicate with significant others through letters, phone calls, or approved visits during visitor hours. No visits with significant others are permitted on or off premises without prior approval from Management during the first 30 days.

10. Smoking

Smoking and vaping are prohibited inside the house. Violation of this policy will result in the offending resident being placed on a minimum 2-week house restriction and possible termination. Smoking is permitted only in designated outdoor areas.

11. Noise and Respect

Quiet hours are 10:00 PM – 7:00 AM. No loud music, television, radio, or instruments during quiet hours. Residents are expected to maintain respectful noise levels at all times. Abusive or loud arguments, threats, or intimidating behavior are not tolerated.

12. Room Inspections

Rooms are subject to inspection at any time by Evergreen Northwest Recovery Residence LLC staff or Management. Rooms must be kept neat and clean. All residents are expected to complete their individually assigned chores. On Saturdays, all house cleaning must be completed by no later than 12:00 noon and inspected by staff before residents may leave the premises.

13. Confidentiality

All client information is confidential and must not be discussed outside of the house. Violation of confidentiality is grounds for immediate termination. Staff do not discuss residents with neighbors, employers, or referral sources without authorization.

III. FINANCIAL RESPONSIBILITIES

1. Rent and Fees

Rent is \$600 per month, due on the [1st] day of each month.

Accepted payment methods: electronic transfer.

Provider gives a receipt or maintains an accessible payment record.

2. Late Fees and Returned Checks

There will be a \$50 fee for all returned checks. Late fees of [10%] will be charged on all overdue rent after [5] days. If rent is not paid by the 10th of the month, the resident will be subject to written notice and possible termination proceedings in accordance with Washington law. No self-help lockout will be used.

3. Deposits and Refunds

A security deposit of \$300 is required at move-in. The deposit will be handled, documented, and returned as required by Washington law, less only lawful, documented deductions. A move-in condition report and move-out inspection will be completed. Unused prepaid rent and any refundable amounts will be calculated under this agreement and applicable law. No automatic forfeiture solely because a resident seeks treatment or needs emergency care.

4. Groceries and Personal Expenses

Groceries and personal items are not supplied by the house. Residents are responsible for their own food, toiletries, and personal expenses.

5. Advance Payments

Advance payments may be made for rent and/or other charges. All financial transactions are documented and a payment record is maintained.

IV. MEDICATION POLICY

Residents may take prescribed medication, including medications for physical health, mental health, and substance-use disorders, exactly as prescribed. Medications for opioid use disorder (MOUD) and medication for alcohol use disorder (MAUD) are accepted.

1. Self-Administration

Residents must self-administer medication as prescribed by their physician. Residents must not discontinue medication for any reason without physician order. House staff do not dispense, change, or supervise doses as clinical care.

2. Storage

Medication must be stored out of plain view from other residents. For example: in a dresser, closet, or in a container under the bed, or in a lockbox. Controlled substances must be stored in a locked box or secure container to prevent diversion.

3. Prohibited Medications

Residents may not be prescribed narcotic medications unless specifically approved by the House Manager with documentation from the prescribing physician that the medication is medically necessary and part of a monitored treatment plan.

4. Medication Emergencies

Call 911 or Poison Control (1-800-222-1222) as appropriate for medication emergencies. Naloxone is available on-site but is not a substitute for emergency medical care.

V. OVERDOSE RESPONSE AND NALOXONE

All staff and residents receive overdose recognition and naloxone-response training. Naloxone is stored at [kitchen cabinet, house manager office, first-floor common area], checked monthly, and replaced before expiration.

If Overdose is Suspected

1. Call 911; give exact address (12421 5th Ave W, Everett, WA 98204) and entry instructions.
2. Check responsiveness and breathing; follow dispatcher instructions.
3. Administer naloxone according to package instructions.
4. Provide rescue breathing/CPR if trained and safe; use gloves/barrier if available.
5. Give additional naloxone doses as directed if no response after 2–3 minutes.
6. Place breathing person in recovery position; do not leave them alone.
7. Tell responders what was taken if known; preserve medication/package information.
8. Notify house manager and document the incident after care is transferred.
9. Offer nonjudgmental follow-up, medical care, treatment connection, and support to residents/staff.

No resident is punished for calling 911 or administering naloxone. Emergency services and 988 are available; call 911 for immediate medical danger.

VI. RELAPSE AND RETURN-TO-USE RESPONSE

Return to use is addressed first as a safety and care-planning event, not an automatic expulsion. Staff will assess immediate danger, call 911 for medical emergency, offer naloxone when opioid overdose is suspected, contact the resident's emergency contact only with consent unless a lawful emergency exception applies, and offer connection to treatment/crisis services.

Possible Responses

- Increased support and monitoring; temporary safety plan;
- Transportation to treatment; clinician/provider referral;
- Room or community safety plan; voluntary transfer to another residence;
- Written behavior agreement with modified expectations; or
- Termination when lawful and necessary, after required notice and process.

Immediate Emergency Action

Immediate emergency action may be taken for imminent threat to life, serious violence, weapons, major property danger, or medical emergency. Staff will not physically restrain a resident except as legally authorized to prevent immediate serious harm. Any removal must preserve essential medication, identification, phone, and personal property when safe and lawful, and must comply with Washington notice and landlord-tenant requirements.

VII. TERMINATION OF RESIDENCY

Termination of residency must be based on objective, fact-based violations of the written and signed resident agreement, house rules, or essential program requirements. Termination should always be the last resort after less restrictive alternatives have been considered. All terminations comply with Washington notice and landlord-tenant requirements. No self-help lockout is permitted.

1. Grounds for Termination

Termination may be considered for the following behaviors, applied consistently and based on documented facts:

- Violence or threats of physical violence toward residents, staff, or visitors.
- Abusive verbal behavior that creates a hostile environment.
- Destruction of house property or theft.
- Use of drugs or alcohol on or off property (after relapse response process has been exhausted).
- Possession and/or use of weapons.
- Refusal to provide a urine sample or alcohol test after documented for-cause request.
- Not informing management when aware that another resident is using drugs or alcohol (safety concern).
- Nonpayment of rent after written notice and opportunity to establish a payment plan.
- Breaking confidentiality of other residents.
- Repeated violation of house policy and procedure after written warnings.
- Arson or illegal activity on premises.
- Behavior that poses a direct threat to the health or safety of others that cannot be eliminated or significantly reduced by reasonable accommodation.

2. Termination Process

Before termination, the resident will receive written notice and an opportunity to respond. The House Manager will document the violation, any prior warnings, and the rationale for termination. Residents may use the grievance and appeal procedure. Evergreen Northwest Recovery Residence LLC will coordinate with DDB Management and the Property Owner as required under the master lease.

3. Move-Out Requirements

A one-week notice is required prior to moving out voluntarily. Upon leaving, the resident's bedroom must be thoroughly cleaned. Any resident expelled for any reason will not be permitted to return to the premises as a resident for a minimum of 5 to 7 days and must go to a mission, shelter, hospital, or detox center. An expelled resident must have a clean drug test in order to return. A resident will not be permitted to return if they used any illegal drugs or alcohol or possessed illegal drugs or alcohol on the premises.

4. Personal Belongings

Upon expulsion, personal belongings must be picked up within thirty (30) days or the belongings become the property of Evergreen Northwest Recovery Residence LLC. The resident's account must be current in order to receive personal belongings. Prepaid rent monies will not be returned to a resident if asked to leave for rule violation or relapse.

VIII. FIRE EVACUATION AND EMERGENCY PLAN

Emergency address: 12421 5th Ave W, Everett, WA 98204

Meeting point: [front sidewalk / designated safe area across street]

Main exit: [front door]

Alternate exit: [rear door / specified window]

Fire extinguisher locations: [kitchen, hallway, basement]

Alarm locations: [hallway, bedrooms, basement]

Utility shutoffs: [basement / specified location]

On Alarm or Fire

- Shout 'Fire,' pull alarm/call 911, evacuate by nearest safe exit.
- Do not use elevators; do not reenter.
- Assist only when safe; meet at the assembly point.
- Report missing persons to firefighters.
- House manager brings resident roster if accessible without delay.
- Monthly checks and periodic drills are documented.

Emergency Contacts

911

988 Suicide & Crisis Lifeline

House manager: [name/phone]

Evergreen Northwest Recovery Residence LLC operator: [Melissa Southam – 786-369-5276]

DDB Management (property manager): [360-207-4083] — For property-level emergencies (plumbing, electrical, structural)

Poison control: 1-800-222-1222

Local treatment/crisis provider: [name/phone]

Release-of-Information Form

I, _____ authorize Evergreen Northwest Recovery Residence LLC to disclose/receive the following limited information from/to [person/provider] for [purpose], from [date] until [date]. I understand I may revoke this authorization in writing, subject to information already disclosed.

Resident signature : _____ Date : _____

Witness/staff : _____ Date: _____

GRIEVANCE AND APPEAL PROCEDURE

Residents may submit a verbal or written grievance to the house manager, Evergreen Northwest Recovery Residence LLC operator, or independent contact [name/phone/email]. No retaliation is permitted for filing a grievance.

Grievance Steps

Step 1: Acknowledge within 2 business days.

Step 2: Investigate and interview relevant persons.

Step 3: Written response within 10 business days when practicable.

Step 4: Resident may appeal to [owner/operator/independent reviewer] within 10 days.

Emergency safety actions remain in effect while reviewed. Residents may contact legal aid, fair-housing agencies, emergency services, or other outside advocates.

Grievance Form

Date/time: _____ Resident: _____ Issue: _____

Requested resolution: _____ Witnesses/documents: _____

Immediate safety concern Y/N: _____ Submitted to: _____

Response/date: _____ Appeal/date: _____ Outcome: _____

FAIR HOUSING AND NON-DISCRIMINATION

Evergreen Northwest Recovery Residence LLC complies with all applicable federal, state, and local fair housing laws, including the federal Fair Housing Act, the Washington Law Against Discrimination (RCW 49.60), and local Everett ordinances. We do not discriminate on the basis of race, color, national origin, religion, sex, disability, familial status, marital status, sexual orientation, gender identity, age, veteran or military status, or any other protected class.

People in recovery from substance use disorders are protected under the Fair Housing Act as individuals with disabilities. We accept residents utilizing prescribed medications for physical health, mental health, and substance-use disorders, including medications for opioid use disorder (MOUD) and medication for alcohol use disorder (MAUD).

Residents may request reasonable accommodations at any time. Requests may be verbal or written and do not need to use the words 'reasonable accommodation.' Provider will engage in an interactive process to determine whether the request is necessary because of a disability and whether it can be granted without imposing an undue financial or administrative burden or fundamentally altering the nature of the program.

Familial status is a protected class. Couples are welcome provided both partners meet all admission criteria, complete individual screening, and sign separate resident agreements. This policy is applied consistently regardless of marital status, sexual orientation, or gender identity.

XIII. TRANSPORTATION SAFETY

Transportation is optional support, not a guarantee. Drivers must have valid license, appropriate insurance, safe vehicle, registration, and authorization. Seat belts are required; no texting/handheld phone use; no driving while impaired, fatigued, or angry; obey traffic laws; never transport more passengers than seat belts.

Residents may not drive the company vehicle unless authorized. Staff do not transport a person requiring emergency medical care instead of calling 911. Pickup/drop-off details are kept minimally and confidentially. Vehicle incidents are reported immediately; rides are documented with date, driver, destination/purpose, and safety concern, not unnecessary health details.

XIV. EMPLOYMENT AND EDUCATION SUPPORT

Employment and education support is voluntary and individualized. Staff may help with identification, resume preparation, job-search resources, transportation planning, interview preparation, benefits navigation, and referrals to WorkSource, vocational rehabilitation, education, or recovery-friendly employers.

Provider does not guarantee employment, require residents to work for Provider, charge referral fees, accept kickbacks, or condition housing on using a particular employer or treatment provider. Employment referrals are made with resident consent and without disclosing SUD or protected health information unless the resident authorizes it. Accommodations and work schedules may be considered for curfew/meeting expectations.

Referral Log

Resident ID/initials: _____ Date: _____ Resource/provider: _____

Purpose: _____ Consent/release Y/N: _____ Outcome/follow-up: _____

XV. ACKNOWLEDGMENT AND SIGNATURES

I received and reviewed this agreement and policy packet, had an opportunity to ask questions, and understand that this agreement and applicable Washington law control where this document conflicts with law. I understand this is recovery housing, not clinical treatment. I have been informed of the couples policy and the overnight guest prohibition.

I understand that Evergreen Northwest Recovery Residence LLC is the operator and master tenant, DDB Management is the property manager for the Owner, and I am a resident client of Evergreen Northwest Recovery Residence LLC.

Resident signature/date: _____

House manager/date: _____

Legal and Quality Sources

- Washington RCW 71.24.660: <https://app.leg.wa.gov/RCW/default.aspx?cite=71.24.660>
- Washington HCA Recovery Residence Fact Sheet: <https://www.hca.wa.gov/assets/program/fact-sheet-recovery-residences.pdf>
- Washington HCA Recovery Residence FAQ: <https://www.hca.wa.gov/assets/program/recovery-residence-faq.pdf>
- National Alliance for Recovery Residences (NARR): <https://narronline.org>
- HUD/DOJ Reasonable Accommodations Guidance: https://www.hud.gov/sites/documents/DOC_7884.PDF

APPENDIX A: CODE OF ETHICS

All persons working with Evergreen Northwest Recovery Residence LLC including but not limited to recovery residence owners, operators, staff, volunteers and resident clients are expected to adhere to the following Code of Ethics. It is the obligation of all recovery residence owners/operators and staff to value and respect each resident and to put each individual's recovery and needs at the forefront of all decision-making.

1. Assess each potential resident's needs, and determine whether the level of support available within the residence is appropriate. Provide assistance to the resident for referral in or outside of the residence.
2. Value diversity and non-discrimination.
3. Provide a safe, homelike environment that supports recovery.
4. Maintain an alcohol and illicit-drug-free environment.
5. Honor individuals' rights to choose their recovery paths within the parameters defined by the residence organization.
6. Protect the privacy and personal rights of each resident.
7. Provide consistent and uniformly applied rules.
8. Provide for the health, safety and welfare of each resident.
9. Address each resident fairly in all situations.
10. Encourage residents to sustain relationships with professionals, recovery support service providers and allies.
11. Take appropriate action to stop intimidation, bullying, sexual harassment and/or otherwise threatening behavior of residents, staff and visitors within the residence.
12. Take appropriate action to stop retribution, intimidation, or any negative consequences that could occur as the result of a grievance or complaint.
13. Provide consistent, fair practices for drug testing that promote the residents' recovery and the health and safety of the recovery environment and protect the privacy of resident information.
14. Provide an environment in which each resident's recovery needs are the primary factors in all decision-making.
15. Promote the residence with marketing or advertising that is supported by accurate, open and honest claims.
16. Decline taking a primary role in the recovery plans of relatives, close friends, and/or business acquaintances.

17. Sustain transparency in operational and financial decisions.
18. Maintain clear personal and professional boundaries.
19. Operate within the residence's scope of service and within professional training and credentials.
20. Maintain an environment that promotes the peace and safety of the surrounding neighborhood and the community.

In signing the following, I affirm that I have read, understand and agree to abide by this Code of Ethics.

Name (print): _____ Date: _____

Signature: _____

Recovery Residence: Evergreen Northwest Recovery Residence LLC