



ASCF Apartment Program Policies

Due to the generosity of our supporters, the Amschwand Sarcoma Cancer Foundation is pleased to offer low-cost housing to sarcoma patients on an as-available basis. ASCF is dedicated to helping as many people as possible—and we thank you for your adherence to the following policies which are designed to help us use our budget wisely. In exchange for temporary housing through our Apartment Program, we require program participants to honor these policies.

Participants who do not honor these policies may be asked to vacate the premises.

All participants in the ASCF Apartment Program must honor the following policies:

Length of Stay. ASCF apartments are provided free of charge to sarcoma patients and their families on a first-come, first-served basis, on a temporary basis only (less than 4 weeks per visit). All tenants must be able to provide proof that they have a permanent home to which they will return after their temporary stay. **Tenants who abuse the 4 week maximum stay, will be charged \$60/per day for every day they stay beyond their agreed check-out date.** ASCF recognizes that treatment for cancer can be unpredictable and you might need to remain in the area for treatment. Every effort will be made by ASCF to accommodate such circumstances when absolutely necessary, however, no guarantees can be provided since we are attempting to help as many people as possible and may have made a commitment to other patients on our schedule.

Security Deposit. Participants are required to follow all facility policies. **All program participants must provide a credit card deposit in the amount of \$200 in advance of their stay.** This deposit will be refunded upon check-out, provided that the apartment is in good repair and condition. **Any and all damage to the apartment or its contents will be the sole responsibility of the program participant.**

No Smoking or Pets. It is important to provide a clean, allergen-free environment for patients. The apartments are subject to a strict no smoking and no pets (of any kind) policy.

Checkout Procedures. All participants must notify ASCF at 713.256.4250 in advance of departure. Please provide us as much notice as possible so that we may serve as many families as possible.

Upon check-out, all keys and gate cards must be returned to ASCF. **There will be a \$150 charge to your credit card if all keys and cards are not returned.**

Phone and Utility Charges. No long-distance calls should be placed from ASCF apartment phones (please have a cell phone or phone card available). Unlimited local calls are permitted. **Any phone charges incurred by ASCF over and beyond the organization's standard service level will be charged to your credit card.**

Every effort should be made not to waste electricity. Please turn off lights when you leave each room and leave doors and windows closed so as to keep apartments cool in the summer and warm in the winter. **Electricity usage charges over \$150/month will be charged to your credit card.**

Waste Disposal. We want to be sure to keep the community clean and sanitary, so any accumulated trash from inside your apartment must be appropriately bagged and placed inside the trash chute or in the dumpster by the loading zone. It is not acceptable to place trash in the hallways, in the stairwells or any location not clearly designated as a trash chute or trash dumpster.

I agree that my family and I will abide by these policies (sign and print names of all adults over 18):

1. _____
2. _____
3. _____
4. _____