



BELONG VILLAGE

CONTRACT

**TO PROVIDE ACCOMMODATION
AND SUPPORT SERVICES**

THE SCHEDULE

Agreement to provide accommodation and care services

Move in date

The name and address of the Customer

The name and address of the Representative

This is the person with whom we can discuss your stay with Belong, but they do not have legal authority to make decisions on your behalf.

The name and address of the Attorney / Deputy

Please provide a copy of the Power of Attorney or Court Order certified by a Solicitor (or other professional) as a true copy

The Village

The Fee

£ per week

Please note, clause 01 explains that this sum will increase each year.

I understand that I have the right to change my mind and cancel for any reason in the first fourteen days.

- I want to **move in before the end of the 'cooling off' period**. I understand I can still cancel for any reason within the first fourteen days, but I will be required to pay a pro rata sum for each day until I have moved out and cleared the room of my belongings.
- I do not wish to be responsible for paying the Fees until the end of the fourteen-day 'cooling off' period and understand that I cannot move into the Village until the end of the fourteen-day 'cooling off' period.

SIGNED BY THE CUSTOMER: _____
(or ATTORNEY / DEPUTY)

DATE: _____

OR

This Agreement contains a Guarantee to be given by you. If the Customer fails to pay their fees, **YOU WILL HAVE TO PAY INSTEAD**. We recommend that you seek independent advice before signing this agreement and sign only if you want to be legally bound by its terms.

- I have read clause 8 and understand my obligation to pay the Fees under this Agreement. I understand that the Fees can change during the term of this Agreement and that a failure to pay may result in the resident being served with a 'Notice of Termination' and asked to leave the Village

SIGNED BY THE REPRESENTATIVE: _____

DATE: _____

AND

SIGNED ON BEHALF OF BELONG: _____

DATE: _____

This is an Agreement to provide accommodation and care services made between US, BELONG LIMITED (“Belong” “we” “us” or “our”) whose registered office is at Pepper House, Market Street, Nantwich, Cheshire CW5 5DQ a Registered Society under the Co-operative and Community Benefit Societies Act 2014 with charitable status number 27346R; and (“you”)

1. DEFINITIONS

In this Agreement we use the following definitions:

Agreement	means these terms and conditions, the Your Guide to Living in a Belong Household, your life plan and any variation to them;
Life Plan	means a plan to deliver your care created by us following an assessment of your care needs;
Contribution	means that part of the Fees which you are assessed by the Local Authority as being responsible for paying from your own resources;
Fees	are the sums charged to you by Belong Limited for the Services. The original fee is set out in the Schedule and clause 11 explains how this may change over time;
Guarantor	means a person (often a relative or friend) who has accepted personal liability for payment of the Fees under this Agreement;
Village	means the Belong Village in which you will be/are living under this Agreement;
Representative	means a person (often a relative or friend) who does not have authority to make legal decisions on your behalf but understands what is important to you and with whom we can discuss your care;
Customer	means You;
Services	are the care services provided pursuant to this Agreement

2. OUR RESPONSIBILITIES

2.1. We will:

- provide you with accommodation in the Belong Village named in the Schedule;
- provide meals, light, heating and hot water, laundry and room cleaning services;
- pay and discharge all water rates, Council Tax and other assessments of a similar nature in respect of the room and the Village;

- agree with you from time to time an individual Life Plan which will outline your needs regarding your chosen lifestyle and will identify goals which you may wish to achieve and which will detail the individual support which you require. This Life Plan will guide the work of the staff at the Village and will be regularly reviewed and modified in the light of changing circumstances. We will give all necessary care and support in accordance with the Life Plan;
- make available for use by you the shared facilities of the Village including lounges, bathrooms, gardens and other communal areas;
- assess your level of dependency in order to provide the appropriate level of support and have the right to increase the charges payable by you to us under the terms of this Agreement in the event of an increase in the level of your dependency after the date of this Agreement.

2.2. We will provide all of the services to you with reasonable skill and care and in accordance with our regulatory obligations to you.

3. ASSESSMENT, MOVING IN AND TRIAL PERIOD

3.1. Before moving in, we will conduct a full financial assessment to confirm you are able to pay the Fees for at least 3 years and this will be reviewed periodically, typically every 12 months. At any point where you (and/or your Local Authority or relevant health authority) are unable to pay the Fees in full, we will discuss with you the alternative options available to paying the Fees. This can include arranging an Additional Payment, where a friend or relative agrees to contribute towards the Fees.

3.2. On your move in to the Village a Life Plan will be prepared and agreed with You. The Life Plan will be reviewed periodically, typically every 12 months and amended as necessary throughout your stay with us. There are different categories of care which attract different fee levels and these include – nursing, personal support. The Life Plan will record the category and level of care which we have assessed as being appropriate for you on your move in to the Village.

3.3. The first 6 weeks of your stay is a trial period to ensure that you are happy with your decision and we can confirm that the Village is the best place to meet your needs. Before the end of the 6 week trial period, we will have a formal review meeting with you (and your Representative) and either confirm your permanent residence at the Village or bring this Agreement to an end. Urgent reviews may be conducted by external professionals and/or the mental health team if an emergency assessment is required.

3.4. You also have the right to change your mind and cancel immediately (for any reason) within the first 14 days of your stay. You will pay the Fees for the length of your stay up to the day when you vacate your room at the Village (calculated on a daily basis).

4. YOUR ROOM AND THE SERVICES

4.1. The Fee includes the following services at no additional cost:

- personal care (current level of care and support you require is set out in your Life Plan and based on staff supporting a number of residents at any one time);
 - accommodation - a room at the Village for your sole use;
 - use of the communal areas in the Village (some facilities may need to be booked);
 - food and soft drinks;
 - heating, lighting and hot water;
 - laundry (excluding dry cleaning);
 - cleaning and maintenance of your room and all communal areas;
 - access to the gym; and
 - Wi-Fi.
- 4.2. Your room will be furnished and, maintained and decorated to a reasonable standard. You are welcome, to bring your own personal belongings and small items of furniture with you, providing they comply with current fire safety regulations. Electrical equipment will be tested for safety before you can use it and will be tested regularly thereafter (this does not incur an additional charge). If any item of equipment fails a test, then you will not be able to use it unless it is repaired and passes a safety test. The cost of repair and follow up safety test is your responsibility. We do not accept liability for any items you bring into the Village and it is your responsibility to arrange adequate insurance.
- 4.3. We will respect your privacy and try to give you as much notice as possible before entering your room other than in an emergency. You may be required to temporarily move to another room due to our operational requirements. We will always discuss any such move with you (and your Representative), in advance.
- 4.4. We will normally give you 4 weeks' notice of a room change, however this may not be possible if there is an immediate risk to the health and safety of you or any other person. If you do not agree with the proposed change (unless the change is required because there is an immediate risk to the health and safety of you or any other person), you can give us 4 weeks' notice to terminate this agreement so that it comes to an end before the proposed change takes effect.
- 4.5. You will have the right to:
- have meals in the lounge or your own room;
 - privacy and to refuse access to your room; save in an emergency or where we need to inspect your room and carry out any repairs, redecoration or maintenance where we have reasonable cause to believe you or any other person is at risk;
 - have a key to your room;
 - entertain guests at all times in your room or at all reasonable times in the communal areas of the Village;
 - leave and return to the Village during any 24-hour period providing that you notify us and subject to your Life Plan.

- bring your pets with you to the Village provided that, in our judgement, it is appropriate and acceptable arrangements can be made for its care and it does not adversely affect other people at the Village; in any event pets will not be allowed into the kitchen or dining areas of the Village;
- bring with you your own furniture and furnishings and to keep them in your room provided they are not of a size or type such as would pose a risk to your health or safety or the health or safety of any other person, for specific further information please refer to the 'Your Guide to Living in a Belong Household';
- redecorate and to replace the curtains and carpet in your room at your expense provided that you comply with all safety standards which apply to the Village;
- choose how you lead your life within the Village.

4.6. You must:

- respect the rights of our other residents and in particular their rights to privacy and quiet enjoyment of the facilities within the Village;
- not damage our property or the property belonging to other residents and staff at the Village;
- allow us to inspect your room from time to time and carry out any repairs, redecoration or maintenance, which may be required;
- not smoke in the Village other than in areas which are designated as smoking areas.

4.7. Nothing in this Contract shall create, nor shall there ever exist between us in respect of the room, a relationship of Landlord and Tenant.

5. OPTIONAL EXTRAS

5.1 There is a range of optional extras which you can purchase to make your stay at the Village more comfortable. These are not included within the Fees for your care and accommodation and such items include:

- additional care and support, provided on a one-to-one basis between staff and You
- hairdressing
- newspaper deliveries
- some activities, eg outings
- escorts to appointments
- where possible, appointments with visiting professionals (such as a chiropodist)
- TV or cable subscriptions
- a private telephone line and telephone calls.

5.2 You are able to purchase these additional services and full details of what is and isn't included in our fees are spelled out in our 'Your Guide to Living in a Belong Household' publication, available on our website.

6. ATTORNEYS, DEPUTIES & REPRESENTATIVES

- 6.1. You may have appointed an Attorney, or alternatively the Court of Protection may have appointed a Deputy, to handle your affairs and who has authority to sign this Agreement on your behalf. You must provide the Village Manager with a copy of the Power of Attorney or Court Order certified by a Solicitor (or other professional) as a true copy.
- 6.2. If you have not appointed an Attorney or Deputy, we recommend you identify a person you trust and who knows you well to act as your "Representative". Your Representative does not have legal authority to manage your affairs, but by appointing them you are giving us permission to consult with them about your affairs and your stay at the Village.
- 6.3. The Representative is typically expected to:
- support you in your life in the Village and act as your advocate should the occasion arise;
 - attend any reviews of the Life Plan, case conferences or other meetings as requested by you or us;
 - be responsible to us for the removal of your belongings from the Village.
- 6.4. You are required to ensure that your Representative provides us with a current address and telephone number (not a care of or post office box address) at which we can contact him or her at any time and to notify us of any change of number or address.
- 6.5. At any point before or during this Agreement, where we reasonably believe that you (and/or your Local Authority) are unable to pay the Fees in full, we may ask your Representative to become a Guarantor and take personal responsibility for meeting the financial obligations under this Agreement.

7. VISITORS

- 7.1. Visitors are welcome at the Village at all reasonable times. We ask that you ensure your visitors:
- record their arrival and departure from the building (using our Visitor's Book or electronic equivalent);
 - behave well when at the Village and respect the other residents as well as our colleagues.
- 7.2. We reserve the right to refuse entry to any visitor who we reasonably believe may pose a real and significant danger to our colleagues, other residents or their guests. If your visitors cause, or attempt to cause, harm or offence to our colleagues, other residents or their guests, we will discuss our concerns with you and them and if necessary, refuse them entry to the Village. We will always discuss with you any concerns we have and any restrictions we place upon visitors, we will also keep such decisions under review.

7.3. We may also refuse or otherwise limit visitors where it may be necessary to restrict their access to the Village for reasons of health and safety, for example if there is an outbreak of illness at the Village.

8. PAYMENT OF FEES

8.1. You will be responsible for the management of your own financial affairs. We can refer you to an independent advisor and provide information on the procedure for appointing someone else to manage your financial affairs if you ask us to.

8.2. The initial weekly fee for your room is set out in the Schedule to this Agreement. Fees are payable monthly in advance (by Direct Debit) and due on the 8th of each month or seven days from receipt of the monthly invoice and statement; whichever is later.

8.3. If you cancel the Direct Debit, or if you (or your Guarantor) fail to pay the Fees in full and on time then we reserve the right to:

- write to you (and/or the Guarantor) to discuss the reasons for the missed payment and to arrange for the prompt settlement of any sums (at the latest within 30 days of the original due date);
- notify the Local Authority of the missed payment;
- charge interest at a rate of 4% per annum above the base rate (from time to time) of the Bank of England, on all unpaid fees and charges from the date that payment was due to the date of payment whether before or after judgement, such interest accruing on a daily basis;
- where your Fees remain unpaid for 30 days or more, terminate this Agreement on 4 weeks' notice;
- take legal action against you and/or your Representative where you may be served with a 'Notice of Termination' and asked to leave the Village.

9. PAYMENT OF FEES (assistance from the Local Authority or other public body)

9.1. We normally expect residents to have funding in place for at least 3 years and shall conduct a financial assessment periodically, typically every 12 months to check your ability to pay the Fees. You must notify the Manager of the Village in writing as soon as possible if you think that your funds will reduce to the level that will entitle you to assistance with funding from the Local Authority. Should your circumstances change, and the Local Authority agrees to fund your care, then together with the Local Authority, we will confirm the amount (if any) you are required to pay towards your fees.

9.2. If you become eligible for financial assistance from the Local Authority, it is normally the Local Authority that is liable to Belong for the full fees. You will be required to pay the Fees during any interim period whilst the necessary assessments are carried out by the Local Authority. If the Local Authority later pays us for any Services you have paid for during this period, we will refund these sums to you without delay.

- 9.3. The Local Authority may not be willing to pay the Fees in full and instead determine that you are required to contribute towards the Fees. This is known as the “top up charge” and must be paid by a friend or relative if you wish to remain at the Village.
- 9.4. We will advise you and the Local Authority of the Fees which take effect from 1st April each year and the Local Authority will confirm how this increase impacts the “top-up” charge and whether you or the Local Authority are responsible for paying the increase.

Funded Nursing Care (FNC)

- 9.5. If you are or become eligible for funded nursing care, this is paid to us direct by the health authority and separately to the Fee. Any increase or decrease in funded nursing care or changes to your eligibility for funded nursing care will not impact the amount payable by you or the Local Authority.

Continuing Healthcare (CHC)

- 9.6. If you are or become eligible for continuing healthcare, this is paid to us direct by the Local Authority and/or relevant health authority. The Local Authority or relevant health authority may not be willing to pay the Fees in full and instead allocate you a smaller budget which they believe allows for your essential health needs to be met. If you would like to receive the full benefit of the services we provide at a Belong Village, you can choose to pay a proportion of the Fee which reflects the additional, lifestyle choices which enable you benefit from the enhanced experience of staying in a Belong village and which exceeds the cost of the clinical services and the essential care and support package (payable by the Local Authority and/or relevant health authority). We will discuss this and our Hospitality Fee agreement with you.

10. GUARANTORS

- 10.1. If your Representative or any other person agrees to act as a guarantor for the Fees (“Guarantor”), they agree to be responsible for paying the Fees and this obligation is a primary obligation (not a guarantee if the resident does not pay the Fees). Therefore, the Guarantor will be obliged to pay the Fees without us first having to recover the Fees from the resident.
- 10.2. We will only recover from any Guarantor the amount owing to us and we will not recover the same Fees twice. We shall not be entitled to recover any fees:
- from a Guarantor which have already been paid by you; or
 - from you which have already been paid by the Guarantor.
- 10.3. The Guarantor understands that if they do not comply with the payment terms, this Agreement may be terminated, and the resident asked to move to alternative accommodation.

11. CHANGES TO THE FEES

11.1. The weekly fees will increase annually on 1 April, by £75 per week.

The fixed sum set out in this clause 11.1 will not increase and will remain at the applicable £75 for the length of your stay at the Village.

11.2. We will not apply the above price review to any part of your care and accommodation which is funded by Funded Nursing Care. Instead, this is a separate fee which will increase or decrease in line with our agreements with the relevant health authority and will not impact the amount you pay. The above price review will apply where you receive Continuing Healthcare and may increase the amount payable by you.

11.3. The level of care that you require (personal support or nursing) will affect the care and support you receive and, as a consequence your Fees. The level of care and support you required set out in your Life Plan.

11.4. If you are assessed as requiring a different level of care we will give 4 weeks' notice in writing with the impact upon your Fees to you and your Representative. Shorter notice may be necessary if we are required to make the change with immediate effect to ensure your safety.

11.5. If you do not agree with a proposed fee increase (either as a result of the annual review or due to a change in your needs):

- you can give us 4 weeks' notice to terminate this agreement so that it comes to an end before the proposed increase takes effect;
- you can refer our assessment to an independent, medical professional with whom we will cooperate and try to agree the appropriate level of your needs. If we are unable to agree to agree the level of care and support you require we may need to discuss whether your needs can continue to be met at the Village and potentially bring this Agreement to an end.

11.6 We may also be entitled to change the Fee to reflect the actual changes to our costs brought about by changes in law or regulations which affect all residential care Villages, and which cannot be absorbed in the agreed annual Fee increase.

12. TEMPORARY ABSENCE FROM THE VILLAGE

12.1. If you need to leave the Village for a short period, such as a holiday or hospital stay, and you wish to suspend the personal care services, we will incur some costs to ensure your room is kept in good condition and still available upon your return.

12.2. If you are absent from the Village (for any reason), you will be charged 100% of the Fee for a period of 1 week. After the first week absence, you shall be charged 90% of the Fee for a further period of up to 6 weeks.

12.3. If you are absent from the Village for a consecutive period longer than 6 weeks, we will consult with you and your Representative to determine whether it is appropriate for you to continue your residence at the Village.

13. TERMINATING THE AGREEMENT

This Agreement will continue until and unless any of the following occur:

Termination before the end of the 6 week trial period

- 13.1. You have the right to cancel this agreement within the **first 14 days** of this agreement for any reason. This 'cooling off' period will end after 14 days from the date of this agreement. If:
- you do not want to pay any fees during this 'cooling off' period, we will not be able to make arrangements for you to move into the Village until after the first 14 days have passed; or
 - you wish to move into the Village within the first 14 days, you can still cancel this Agreement (immediately and for any reason), but you will pay for the days during your stay at the Village or whilst the room was reserved for you (whichever is longer).
- 13.2. To exercise your right to cancel within the first 14 days you must inform us of your decision in writing. You may use the Model Cancellation Form below, but you do not have to and can simply send us a clear statement (eg a letter to the Village sent by post, fax or e-mail).
- 13.3. If you have already moved into our Village and then choose to cancel within the first 14 days, you will need to clear the room of your belongings on the day that you cancel this Agreement and pay for the days that the room was reserved for you. If you have already made payment to us we will reimburse to you all payments received from you, less any amounts you owe to us for those days the room was reserved for you. We will make the reimbursement without undue delay, and not later than 28 days after the day on which we are informed about your decision to cancel this Agreement. We will make the reimbursement using internet banking payment; in any event, you will not incur any fees as a result of the reimbursement.
- 13.4. After the 'cooling off period' and before the end of the 6-week trial period, you may cancel this Agreement on 7 days' notice and we will have a formal review meeting with you (and your Representative) and either confirm your permanent residence at the Village or bring this Agreement to an end.

Termination after the 6-week trial period

- 13.5. The Agreement can be ended after the trial period by Belong:
- on immediate notice if you or your Guarantors have failed to put in place a Direct Debit for payment of Fees;
 - giving 4 weeks' written notice where your Fees remain unpaid (in full) for 30 days or more;
 - giving 2 weeks' written notice where you have been absent from the Village for a period of at least 4 weeks and we reasonably believe that you are unlikely or unable to return to the Village within the near future;

- giving 4 weeks' written notice where the Local Authority and either you or your Guarantors will not fund the full Fees;
- giving 4 weeks' written notice (or shorter in an emergency) if your needs or state of health are such that the Village is no longer able to meet your needs or requirements safely, after having made reasonable adjustments;
- giving 4 weeks' written notice (or shorter in an emergency) where your behaviour is a posing a significant risk of serious physical harm to staff or other residents. In urgent or emergency situations, this would include where we need to take immediate action to safeguard you, other residents and/or staff, the notice may be 24 hours or less; or
- giving as much notice as possible in circumstances where the Village is sold, transferred or closed or due to events outside of our control where it is no longer to provide you with safe care.

13.6. After the 6-week trial period, the Agreement can be terminated by you (or your Attorney/Deputy) by giving at least 4 weeks' notice in writing to Belong.

13.7. This Agreement will come to an automatic end in the event of your death. Following which, the Fees will be charged on a daily basis for (up to a maximum of 10 days) until the room is cleared of your belongings or re-occupied by a new resident (whichever is shortest).

13.8. We will make arrangements with your Representatives and family regarding the removal/storage of your personal items (at their cost or the cost of your estate) and we may place these in storage.

13.9. We will store your personal belongings until you or your Representative or relatives collect them, for a maximum of three months. We will write to remind them that if they are not collected within three months, we will dispose of all the belongings. The proceeds of any sale will be refunded to you or your Estate.

13.10. If you leave the Village without giving us the full notice or before the expiry of any fixed term stay, you remain liable for the Fees until the expiry of any notice that you should have given under this Agreement.

14. DATA PROTECTION, PRIVACY AND CONFIDENTIALITY

14.1. Our staff will treat you with consideration and respect and will aim to ensure your dignity privacy and independence.

14.2. Belong will treat your personal information in line with our responsibilities under The Data Protection Act 2018. Personal information includes any information we may hold or use relating to you now or at any time in the future. It is important that you have read and understood our Privacy Notice, which is available at www.belong.org.uk. This explains how we collect your data, what we may do with your personal information and who we may share it with.

15. INSURANCE OTHER RISKS

15.1. We will compensate you for any loss or damage you may suffer if we fail to carry out

duties imposed on us under this Agreement or by law, unless that failure is attributable to:

- your own fault;
- a third party or persons unconnected with the provision of care services and accommodation under this Agreement; or
- events which we could not have foreseen or prevented even if we have taken all reasonably practicable care.

15.2. When you are considering what to bring with you, please consider that there will be other residents and their guests at the Village from time to time. We have limited insurance which may cover your personal belongings and valuables in the event of theft and fire damage, but not accidental loss or damage or if items are lost. Further details are available on request and within our 'Your Guide to Living in a Belong Household'.

15.3. If you wish to bring personal belongings into the Village, we recommend that you do not keep anything of significant financial value (or significant sentimental value) in your room and that you arrange your own insurance cover. If you are unsure whether to bring particular items with you to the Village, please speak with the Village General Manager who will be able to confirm the security arrangements at the Village and the steps both you and we can take to keep your possessions safe.

16. GENERAL

16.1. Belong reserves the right to change the terms of this Agreement on giving at least 4 weeks' notice. Where the changes are significant, we will discuss them in advance with you and your Representative. If you do not agree to the variations of the Agreement you are entitled to terminate this Agreement prior to the variation taking effect.

16.2. Neither party shall be liable for a delay in performing or failing to perform its obligations under this Agreement if such failure or delay results from events which are outside the control of the parties (such as the breakdown or withdrawal of services). The parties shall communicate to one another if such event occurs to prevent further delay.

16.3. We would prefer that any notice given under or in connection with this Agreement be in writing and delivered by hand or by prepaid first-class post in the case of Belong to the Village or to the registered office of Belong. Alternatively, you may also give notice verbally to a Manager of the Village. The Manager will then make a written record of the notice given.

16.4. In the case of us giving you written notice, this will be sent to you at the Village or to the last known address that you have notified to us and if you have a Representative to the last known address which the Representative has notified to us. Any notice shall be deemed to have been received if delivered by hand on the day of delivery or if sent by prepaid first-class post on the second business day after posting.

16.5. If you have a complaint this can be addressed in a number of ways:

- informally with a member of the support team within the Village.
- directly to the General Manager of the Village.
- directly to the Chief Executive at our registered office.
- directly to the Care Quality Commission. The address of the local CQC office is displayed in each Village and also in 'Your Guide to Living in a Belong Household'.
- further details about how to complain will be prominently displayed in each Village.

A copy of our Complaints and Feedback Procedure is available at the Village.

MOVING IN OR CHANGING YOUR MIND

(Notice of your right to cancel)

You have the right to cancel for any reason this Agreement within the first fourteen-days of the Agreement. This is called the 'cooling off' period. To exercise your right to cancel within the first fourteen-days you must inform us of your decision. You may use the Model Cancellation Form below, but you do not have to and can simply send us a clear statement (e.g. a letter to the Village sent by post, fax or e-mail).

Should you wish to move into the Village or reserve a room during this fourteen-day 'cooling off' period you will be responsible for paying the Fee from the date of the move in (calculated on a daily basis). If you do not wish to pay the Fee during this period, we will not be able to make arrangements for you to move in to the Village until after the first fourteen days have passed. The 'cooling off' period ends fourteen days after the date of this Agreement.

If you have already moved into our Village and then choose to cancel within the first fourteen days, you will need to clear the room of your belongings on the day that you cancel this Agreement and pay for the days that the room was occupied. If you have already made payment to us we will reimburse to you all payments received from you. We will make the reimbursement without undue delay, and not later than twenty-eight days after the day on which we are informed about your decision to cancel the Agreement. You will not incur any fees as a result of the reimbursement.

MODEL CANCELLATION FORM

To: **The Village Management Team**

Address: *(if sending this notice by post, please send it to the address of the Village you are resident at. Alternatively, please hand this notice to any member of the team.)*
.....
.....

I hereby give notice that I cancel my Agreement for accommodation and the supply of care services

Made on *(insert the date the Agreement was made – you will find this on the signature page)*

Name of Resident *(print your name)*

Room Number