

This is a sample document. To use this sample, read the document and replace the highlighted sections with information that is appropriate for your residence. Make any changes to the document as appropriate for your residence. Delete these instructions and place in your organization's policy and procedure manual.

Provide copies to all residents, staff, volunteers and others at your organization.

Ensure that this policy is addressed during your resident orientation.

Sample Good Neighbor Policy

Recovery House Name are committed to being good neighbors.

All residents will be informed of expectations regarding living in the neighborhood. This includes **(insert resident expectations such as parking, shoveling sidewalks, appropriate locations for smoking etc.)** Residents are expected to keep noise to a reasonable level for a residential neighborhood. Residents are expected to refrain from using inappropriate language. Residents are also expected to keep the yard and surroundings of the house free from trash or debris.

The house manager will work with residents during move-in process to ensure that residents understand these concerns and address any issues as they arise. All issues concerning noise, smoking, unruly behavior will be addressed with resident immediately to determine actions needed to be taken.

All concerns of neighbors will be directed to the house manager. Any resident who is approached by a neighbor with a concern will notify house manager. If the house manager is not available, the neighbor will be directed to call the executive director with his/her/their concern.

The house manager will take note of the neighbor concern. Immediately after the discussion with the neighbor, the house manager will contact the executive director. The executive director will follow-up with neighbors within an appropriate timeframe.

If property is not owned by the operator—the executive director will share concerns of neighbors with owners of the property within 72 hours. The executive director or owners can be reached by telephone, in person or email. The house manager, executive director and owners will work to come to an amicable resolution.

The house may provide copies of appropriate documentation from local government name or information on federal fair housing law as appropriate.

Contact person for neighbor concerns: NAME

Contact information: PHONE NUMBER

Date Approved: _____

Date Updated: _____