

Resident's Name: _____

Move in Date: _____ Unit #: _____

Candlelight LODGE Assisted Living and _____ hereby agree
Resident, Responsible Party, Guardian (circle one)

to the following financial terms and agreements for _____.
Resident

Financial Policies

- 1) Candlelight LODGE Assisted Living policy regarding charges for room, board and personal services is that rent is due in advance on the first day of each month. Changes in charges or the admission agreement are only upon thirty (30) days written notice, with the exception of when there is a change in condition or level of service needed. Written notice of changes in charges or the admission agreement will be given to the person designated by the resident as the party responsible for payment upon admission.
- 2) Refund: The facility requires a thirty (30) day notice of intent to move be provided to the Executive Director/Administrator in writing. A refund of any unused advance payment will be made only if proper notice is given. If the resident moves at the last of the month and does not give proper notice, a statement will be sent for fifteen (15) days. Refunds will be mailed out on the fifteenth (15th) of the month following move-out. Refunds will be sent to the person responsible for payment on the Financial Agreement unless other arrangements are made by the resident or their responsible party.
- 3) Continual Charge: Charges are continued as long as the resident's belongings occupy the unit.
- 4) Fees and Charges: Resident's monthly rent is based on the type of unit they select and the level of care that they require. At the time the resident moves into their unit, the first month's (prorated if coming in after the first of the month) rent and service charges are due. See the Financial Agreement for specific monthly rental rate information. A resident may have a spouse occupy the unit with them for an additional charge of \$_____ a month.
- 5) Third Party Payments: Any moneys owed beyond third party payment are the responsibility of the resident.
- 6) Resident Accounts: Rent is due in advance on the first day of each month. Residents who have outstanding rent after the 10th of the month will be assessed a \$25 late fee. Residents who have outstanding balances following the tenth (10th) day of the month will be issued a statement reminding them of the past due account and asking for prompt payment. They will also receive notice to vacate the premises if this matter is not handled within thirty (30) days.

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All letters regarding non-payment will be sent to the person designated by the resident upon admission as the party responsible for payment.

Statements for resident accounts will be sent out on approximately the 25th of the month for the next month. Statements will be sent to the person designated by the resident as being responsible for payment on the Admission Agreement.

Payment of monthly rent will be accepted by check, money order or direct deposit only. Payments may be mailed to Candlelight LODGE 1406 Business Loop 70 West, Columbia, MO 65202 or dropped off in the Candlelight LODGE business office.

- 7) Each unit is rented unfurnished and clean. Normal wear and tear is expected and a resident is expected to pay for all damages beyond normal wear and tear. Residents are encouraged to make their unit, home by hanging pictures, etc. being careful not to damage walls. A damage deposit is required at time of Admission.

Services:

- 1) Included in the monthly rent of each private unit are all utilities, emergency call system and basic cable television.
- 2) Weekly housekeeping services are included in monthly rent and consist of cleaning of the resident's unit, fresh towels, and wash cloths as needed and change of sheets and pillowcases for twin size beds. Residents requiring full size or large sheets are required to provide 2 sets of their own sheets. All residents should provide their own blankets and pillows for their bed. Trash receptacles should contain all items that the resident wants to discard.
- 3) Candlelight LODGE offers a variety of social, recreational, educational and spiritual activities. Most activities are included, however there are some specialized activities or outings for which an additional charge may be involved. Fees for specialized activities will be announced in advance.
- 4) Laundry service is provided for resident's personal clothing for a fee of \$40 per month for laundry done once a week and \$60 a week for laundry done twice a week. Residents are encouraged to mark their personal clothing with their name.
- 5) Three nutritious meals prepared in a "low salt" process are provided daily. Limited Physician ordered special diets will be accommodated. Residents who are unable to come to the dining room or dining area due to illness or injury will receive a room tray.

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- 6) Nurse monitoring and assessment and 24 assistance with activities of daily living including bathing, dressing, toileting other areas of personal hygiene and support services can be provided to residents based on their individualized service plan. Community staff will monitor resident's health and administer medications per the resident's Physician's Orders.
- 7) Refills of prescription and over the counter medication, supplements, physician services, therapy services, hospice services, assistive devices (wheelchair, walker, etc.), ambulance transportation costs, telephone and internet services and beauty and barbershop fees are not included as part of the monthly rental fee.
- 8) Transportation to and from doctor's appointments in the Columbia, MO area between the hours of 9:00 a.m. and 3:00 p.m. Monday-Friday are provided at a maximum of 4 trips per month per resident. Trips beyond 4 in one month will be charged at a rate of \$25 per round trip. Staff escort services for residents, while at appointments are billed at a rate of \$15.00 per hour. Transportation can be scheduled at the front desk during business hours. Transportation is provided on an availability basis.
- 9) Resident Records: All information in the resident's records, regardless of form or storage method of records, will be kept confidential except when release is required by: transfer to another facility, law, third party payment contract, or resident or resident's legal representative.
- 10) Nurse Assessment: Prior to admission, Candlelight LODGE Director of Healthcare Services will complete an assessment of all residents including a physical assessment. This assessment provides Candlelight LODGE with baseline information and helps to ensure the resident's appropriate placement in Assisted Living. The resident must provide the Director of Healthcare with a list of all medications, treatments and supplements taken including dosage instructions and instructions for use. Assessment will also be conducted upon change in the resident's condition, following a hospitalization and at least annually.

During residency at Candlelight LODGE if nurse assessment finds the resident's needs are beyond what services can be provided in Assisted Living, the resident will need to transfer to a higher level of care. A resident may not remain in an Assisted Living Community when more specialized care is required. Candlelight LODGE will provide 30 day written notice of the need for such transfer to the resident/responsible party and will assist them in finding appropriate placement.

- 11) Staffing: Our staff consists of our Executive Director/Administrator, Director of Healthcare Services, Life Enrichment Coordinator, maintenance staff, LPN, Certified Medication Aides, Certified Nurse's Aides, dietary, housekeeping and reception staff. We are not qualified to

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make medical decisions. If you become ill, we will contact the resident's physician and/or responsible party. In the event of a severe medical emergency an ambulance will be called.

The Executive Director/Administrator and Director of Healthcare Services will monitor the service needs of all the residents and will staff according to the level of assistance required by the residents residing in the facility and state regulation. Candlelight LODGE has certified care staff available on-site 24 hours a day to assist residents.

Community Policies

- 1) Resident's Rights: State and Federal laws protect resident rights as a citizen of the United States. Residents do not give up any of their rights by becoming a resident of an assisted living community. Specific resident rights relating to Assisted Living can be found on the residents rights form.
- 2) Residents who choose to smoke may do so outside Candlelight LODGE, away from exit doors in the designated smoking area. Smoking is not permitted in resident units, dining room, or other common areas of the community. Resident will be allowed to use only cigarette lighters to light smoking materials, matches are not allowed. This policy is designed to ensure the safety of all residents who reside at Candlelight LODGE. Residents are expected to dispose of all smoking materials in the provided receptacles not on the ground or in the landscaping.

Failure to follow the smoking policy or smoking in a careless manner which endangers the well-being of the resident or other residents will require action to be taken by the community. Actions for careless smoking make include but are not limited to community management of the resident's smoking materials or discharge from Candlelight LODGE.

- 3) Pets are not allowed without prior written approval of the Executive Director/Administrator and execution of a Pet Agreement and additional Pet Deposit.
- 4) Units are rented unfurnished. Residents may decorate and furnish their unit as they choose as long as their possessions do not exceed the space provided or cause health and/or safety concerns for themselves other residents or staff. Residents wishing to make alternations to their unit must have prior written approval of the Executive Director/Administrator and must return the unit to its original condition upon move-out.

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Newspapers, magazines or other flammable items may not be allowed to accumulate in resident units for fire safety reasons. Fuels such as lighter fluid or matches and candles may not be maintained in resident units. Fire arms and other weapons may not be stored or brought onto Candlelight LODGE property.

- 5) Residents are encouraged to obtain and maintain renters insurance to cover their personal property and furnishings in their unit. Candlelight LODGE ownership and management shall not be held liable for lost or stolen property or loss due to fire, windstorms, or any other hazard. Resident/Responsible Party is solely responsible for removing resident's personal property from the unit upon termination of this agreement by either party.
- 6) Candlelight LODGE is equipped with a fire alarm system. When activated the alarm sounds and smoke doors close. When the alarm sounds, residents are encouraged to follow staff direction and find the nearest fire exit. Once outside staff will direct residents where to move away from the building. Candlelight LODGE conducts fire drills monthly as required by state regulation. Residents are required to participate in monthly fire drills. Individualized evacuation plans will be established for any residents in need of assistance.
- 7) Candlelight LODGE values our residents and their opinions. Concerns or complaints can always be brought to the Executive Director/Administrator or any Candlelight LODGE management team member to be addressed. While we feel that we should be able to handle most all resident concerns at Candlelight LODGE if a resident or their responsible party feels their needs cannot be addressed at Candlelight LODGE they can contact Dimensions in Senior Living the management company at (402) 898-1079. Dimensions in Senior Living will review all complaints/concerns received and address them.

Complaints that cannot be addressed at Candlelight LODGE or dealt with by the management company may be directed to the Ombudsman and or the Missouri Department of Health and Senior Services. The numbers are listed near the dining room at Candlelight LODGE. Candlelight LODGE will not discriminate or retaliate against a resident or resident's representative who has initiated or participated in the filing for a complaint or concern.

- 8) The management and ownership of Candlelight LODGE are not responsible for any personal items, clothing or valuables or money left in the possession of the resident. We suggest that residents limit cash kept in their possession. Arrangements can be made to use our resident funds service where up to \$50 may be kept by Candlelight LODGE for resident use. Resident funds maintained by Candlelight LODGE are available for resident access Monday – Friday 8:30 a.m. to 4:00 p.m.

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Financial Agreement of Resident/Responsible Party

The resident/responsible party agrees to the following fees:

- 1) Application fee of \$100 (non-refundable)
- 2) Damage deposit fee of \$300 (refundable upon move out if no damage to unit occurs minus \$75 cleaning fee)
- 3) Extra Charges for personal expenditures such as resident supplies (briefs, wipes, etc.) or extra nursing or housekeeping will be billed in addition to the monthly rental fee. Additional nursing service fees may be charged for advanced assistance needs with dressing, bathing, incontinence of bowel/bladder, frequent or consistent help with ambulating, frequent escort or supervision need for orientation, bathing assistance more than three times per week, or any other event that becomes necessary for the proper care and well-being of the resident.
- 4) Monthly fee:

Monthly Unit Rent: _____

Laundry _____

Other _____

Total: _____

First Month's Rent: _____

(Prorated if coming in after 1st of month.)

Deposit/Application Fee: _____

Total Due Upon Admission: _____

Send monthly rent statement to:

Name _____

Address _____

City, State, Zip _____

Email _____



Assisted Senior Community
 1406 Business Loop 70 West Columbia, MO
 (573) 449-5287

Resident's Name: _____

Move in Date: _____ Unit #: _____

Person responsible for payment (if different from statement):

Name _____

Address _____

City, State, Zip _____

Phone (home/cell): _____ Email: _____

Payment Information

Pay Source: Private _____ Other _____

Long Term Care Insurance Carrier: _____

LTC Insurance Policy No: _____

LTC Agent: _____ Phone: _____

Case Manager (if applicable): _____ Phone: _____

Medicaid # _____ VA # _____

Other (contact information if applicable) _____

I have read the Admission Agreement and understand the contents. A copy of this Admission Agreement will be kept in the resident's record and a copy provided to the resident/responsible party.

 Resident/Legal Representative Signature Date

 Candlelight LODGE Representative Signature Date