



-JSF “Jackie’s Housing Program” Apartment Policies-

Due to the generosity of our supporters, the Jaquelyn Sky Foundation is pleased to offer free temporary housing to pediatric cancer patients and their families. Due to high demand for temporary housing, we will only be able to offer assistance on an “as available” basis. We thank you for respecting and adhering to these policies as they are designed to help us spend donations wisely & continue to offer FREE assistance long term to pediatric cancer families. If you do not honor these policies you may be asked to vacate the premises.

Qualifying Factors: In order to qualify & be considered to receive free temporary housing with JSF you must fill out and return all mandatory applications & provide necessary documentation within a timely manner. Your child must have been recently diagnosed with pediatric cancer or have relapsed. Your child must be in the phase of treatment that requires multiple weekly outpatient visits for cancer treatment. Your child must be in the phase of treatment that your medical team recommends being in close range to Texas Children’s Hospital or MD Anderson. The applicant must be the patient’s legal guardian & primary caregiver and be able to provide proof of a permanent residence in which to return home. You must agree to a background check. You must be able to provide valid credit card information to be kept on file throughout your stay at the JSF apartment.

Length of Stay: We understand that each child’s cancer treatment is different. Therefore, we will work with you up-front, along with your child’s medical team, to determine the exact length of stay based upon your child’s treatment plan. However, the Jackie’s Housing program is designed for long term, but TEMPORARY stays from a minimum of one month & a maximum time length of three months. Those who abuse the “length of stay” policy will be charged

\$100/per day for every day they stay beyond their agreed checkout date. The Jaquelyn Sky Foundation realizes that cancer treatment can be unpredictable, requiring you to remain in the Houston area longer than planned. Every effort will be made by JSF to accommodate such circumstances when absolutely necessary. However, no guarantees can be provided since we are attempting to help many pediatric cancer families and may have made a commitment to other patients on our schedule.

Security Deposit: Participants are required to provide valid credit card information with a minimum a \$500 credit available at the time you are notified of application acceptance. Verification will be made prior to your stay & periodically throughout your stay. Although we do not charge your credit card, your \$500 available balance serves as your deposit. If at any time throughout your stay you do not have this amount available, the JSF will ask that you vacate the property. Your credit card will never be charged provided that the apartment & its contents are in good repair condition and the policies are abided by. Any and all damage to the apartment or its contents will be the sole responsibility of the program participant.

No Smoking or Pets: The Jaquelyn Sky Foundation (JSF) apartment has a strict no pets (of any kind) & no smoking policy. This is to ensure that we can provide a safe, clean, allergen-free environment for all patients utilizing the “Jackie’s Housing Program”.

Checkout Procedures: Notify the Jaquelyn Sky Foundation by phone (281-608-3444) **AND** by email, melandjayplus5@yahoo.com, in advance of departure. Please provide as much notice as possible so that we can have the apartment ready quickly to allow another family to utilize Jackie’s free housing program. Upon checkout, please make sure the thermostat & all lights are turned off. Please take out your trash, make sure your dirty dishes are washed and put away, and strip sheets from beds and place in a pile to be washed. Using the move in checklist, please triple check to make sure you are only leaving with what you came with. Everything in the JSF apartment is rented so that we can provide new items between families. Therefore, you will be charged for missing items. Please place all keys in the lockbox on the outside of the door. Leave shuttle passes, gate keys etc., in the apartment on the kitchen countertop. There will be a \$100 charge to your credit card if all keys are not returned.

Phone, Cable and Utility Charges: Local phone calls are permitted. Do not place long distance call from the JSF residence. Use your cell phone for those calls. Please make every attempt to conserve electricity and water. Turn off lights when leaving a room & leave doors & windows closed to keep the apartment cool in the summer and warm in the winter. The electricity is prepaid with a generous amount each month. Any charges accrued over and above the allotted allowance will be charged to your credit card.

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

Printed Name: _____

Signature: _____

Date: _____

Printed Name: _____

Signature: _____

Date: _____

Printed Name: _____

Signature: _____

Date: _____

Printed Name: _____

Signature: _____

Date: _____