



Abbeyfield Houses Society of Durham

shared housing for independent seniors

Box 639 165 Cross Street South, Durham, Ontario. N0G 1R0

Bus: (519) 369-1112

www.abbeyfelddurham.ca

[email: info@abbeyfelddurham.ca](mailto:info@abbeyfelddurham.ca)

Registered Charity: BN: 868189390RR0001



Information for Becoming a New Resident



Abbeyfield
Durham, Ontario
www.AbbeyfieldDurham.ca

Abbeyfield Durham offers:

- * Home-cooked nutritious meals*
- * Breakfast Bar for self-service*
- * A professional, dedicated house/home manager*
- * Communal areas for social activities*
- * Attractive gardens for all to enjoy and*
- * 24-hour emergency assistance for peace of mind*
- * Abbey's Top Notch! New Beauty Spa*
- * New Multi Function Family Room available for Residents and Friends. Also available for local groups.*
- * Gazebo*
- * A warm and homey atmosphere created by staff, volunteers, and friends who are linked to our houses and care homes*



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Thank you for considering Abbeyfield for your future home. We realize that choosing the right home in which to spend your retirement years is a major decision, and not one to be taken lightly.

We are sure, that at Abbeyfield, you will find a home-like atmosphere which is both comfortable and companionable. As Abbeyfield is a non-profit charitable organization, you will find more flexibility in your living style than you would at other retirement facilities.

Our rules are casual and designed around people, not numbers. The current residents at Abbeyfield become part of your extended family. Our meals are home cooked in our own kitchen, not catered in, and the home centers around our common "living" room. Your living space is respected and treated as sacrosanct: your living quarters, and your privacy, would never be intruded upon without your permission.

Each resident holds the key to their own "home". Should any emergency arise, someone will always be available to provide assistance twenty-four hours a day. Among our amenities, you would be allowed to provide your own private telephone line as well as your own cable television/internet service. Your room will contain your furnishings, and a secure, lockable storage area is available for each resident, where you can safely house your excess belongings and furniture, much the same as modern apartment living.

Laundry facilities are available for your use. Our grounds are accessible to any resident, and some have taken the opportunity to display their green thumb and grow produce for "home" consumption. Security is an important concern at Abbeyfield and the building is accessible only to those residents/board members holding a valid key or key code. In summary, Abbeyfield living would be much the same as in your home now, you will not be needlessly restricted by institutional rules, and free to follow the lifestyle to which you are accustomed.



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Twenty Questions Most Often Asked About Living in an Abbeyfield House on the Life Lease or Rental Occupancy

1. Why would I want to live in Abbeyfield Durham

Abbeyfield Houses are residences that provide good food, comfort, security, and independence to seniors who, though relatively fit, no longer wish to or are unable to live at home. It could be compared to living like a large family, with a live-in House Mother who takes care of the running of the House.

Abbeyfield Durham is a non-profit charitable organization run by a board of directors who are from the local community. You would have the privacy, dignity, and freedom needed to continue a normal life, but you would also be in a more secure environment, with the companionship of others.

2. Who may apply for accommodation?

If you or your partner are over 60, reasonably fit, and uncertain about your current housing, you may consider applying. Preference is given to people with local connections. Some applicants may be asked to go on a waiting list if no immediate vacancy is available.

3. Can married couples be accommodated?

Yes, Abbeyfield Durham welcomes couples. Some couples will choose to rent a second suite to create a two-unit suite if the units are available.

4. a) Is there an upper limit of income? No.

b) Is a capital deposit required?

Yes, if you are interested in investing through a Life Lease unit, however it is possible to rent a unit without the investment.

5. What are the monthly charges for room and board?

Naturally, costs vary from House to House, but rates are often more favourable than retirement homes. The monthly costs are all inclusive, excluding telephone and television. Please see a board member for details.



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6. Do I need to be sponsored?

We ask each applicant to designate a trusted relative, friend or professional adviser who can be contacted and consulted in case of an emergency or other difficulty. No financial involvement is required on the part of the designated person.

7. Are there rules and regulations?

Yes, there are some rules or regulations, including those of normal household courtesy. You will be free to come and go as you would be in your own home. Abbeyfield would be your home.

8. Is smoking permitted? No, Abbeyfield and the property is a smoke-free, vape-free environment.

9. What type of personal belongings may I bring?

You will need to furnish your own room. Each unit has large locker space near the laundry room for out-of-season items.

10. Will I have to share bathroom facilities?

At Abbeyfield Durham each suite has its own private bathroom with walk in shower. Jacuzzi tub is available

11. What is the role of the House Parent?

Each Abbeyfield House has staff who mainly endeavor to create the home-like atmosphere described above. This person arranges the grocery shopping, cooks the meals, and acts as caretaker. Overnight staff is available for information or emergencies

12 Will someone clean my room and do my laundry?

No. Each occupant is responsible for his or her own room and laundry. If you need help, you may wish to employ domestic help at your own expense. You may qualify for free home care.

13 What meals will be provided?

To maximize your flexibility, you are usually responsible for making your own breakfast from a fully stocked breakfast bar. Lunch and dinner are prepared for you daily. If you know you will be away for a meal, please let the House Parent know ahead of time. If you are inviting a guest for meals please let the House Parent know a day before. Prices for meals for guests will be confirmed by the House Parent



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14 Can an Abbeyfield House cope with a special diet?

Yes, the House Parent will serve your needs based on the information you provide.

15 May I do some gardening?

If you enjoy gardening, you will most likely have the opportunity to be involved in these and other hobbies as well. Just let the House Parent know what interests you.

16 What happens if I become ill?

As in any family household, minor ailments are dealt with at the house. If you are hospitalized, it is then taken for granted that you will return to your room at Abbeyfield – provided it is the wisest thing for you to do in the long run.

17 What if I should need nursing care?

Sometimes your doctor can arrange for visiting nurses to call on you. However, if you can no longer look after yourself in your own room, other arrangements may have to be made by you with the help of your designated relative, friend or adviser.

18 Can I try the lifestyle first?

Yes. Abbeyfield Houses Durham has guest rooms where you can get a free trial stay including meals. This will give you the opportunity to satisfy yourself that it is right for you.

19 Can my friends or family have lunch or stay the night?

Yes, just let the House Parent know in advance. Often another plate can easily be added to the table. We occasionally have a guest room that can be rented, including meals, for a reasonable charge.

20 Can I have a full list of addresses of all Abbeyfield Houses of Canada?

Abbeyfield Houses are private addresses of the occupants therefore lists are not available. However, you may inquire about the availability of a House in a specific area. The address of a local society representative could then be made available to you. www.Abbeyfield.ca



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SINGLE UNITS





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DOUBLE UNITS





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Abbeyfield
Durham

MAIN
FLOOR



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Please Note: The registered Corporation name is Abbeyfield Houses Society of Durham

APPLICATION TO BE CONSIDERED AS A RESIDENT IN ABBEYFIELD

Name _____ Phone: _____

Address: _____

Phone: _____ Email: _____

I hereby make an application for residency in the Abbeyfield Houses Society of Durham.

I am interested in Rent ☐ or Life Lease ☐ from Abbeyfield Houses Society of Durham

I further agree to complete and tender official residency agreements when requested to do so by the Abbeyfield Houses Society of Durham and to execute any and all documents applicable to my position as a resident of the subject property.

I acknowledge that I will be provided with a copy of the Rules and Regulations pertaining to the operation of the facility prior to me having to sign the occupancy agreement and any amendments as soon as such documents become available. I agree to nominate sponsors, including financial Power of Attorney and medical Power of Attorney to be available for consultation with the board and staff in case of health or other problems. Please provide two sources of Identification, at least one with photo

Identification: name and attach a copy

1. Kind of ID: _____

2. Kind of ID: _____

Do you own a vehicle? _____ Vehicle License _____

Do you have any special requirements? (Please summarize)

Will you be arranging for personal or home care support?



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APPLICATION TO BE CONSIDERED AS A RESIDENT IN ABBEYFIELD

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I certify that the information on this form is true, correct, and complete in every respect to the best of my knowledge and can be verified by the Abbeyfield Houses Society of Durham, including obtaining credit and/or personal reports about me from one or more agencies or individuals. I hereby authorize agencies and individuals to provide whatever information they have to Abbeyfield Houses Society of Durham relevant to the assessment of the application. I understand that this application does not constitute an agreement on the part of Abbeyfield Houses Society of Durham to provide me with rental housing.

Signed _____

Date _____



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AGREEMENT TO BE A RESIDENT 'SPONSOR'

has applied to be a resident of Abbeyfield Durham. If you agree to be her/his sponsor you will be expected to:

- ☐ be available to respond in an emergency
- ☐ assist in times of temporary illness
- ☐ help solve any activities-of-daily-living and/or room-cleaning/laundry problems the resident may experience, including helping the resident to plan for a Health Care Worker (homemaker) or a Home Care Nurse
- ☐ help with personal shopping, including the recruiting of others to help where needed
- ☐ visit as you can and feel free to take part in the activities of Abbeyfield Durham as often as possible and in any ways that are satisfying to you
- ☐ and, if the time comes when the Directors feel the resident can no longer be supported in a satisfactory way in Abbeyfield Durham, arrange for other more suitable accommodation.

If there are signs that a resident is having difficulty managing their personal health care, living arrangements, or relationships with other residents, the Board will approach the resident and/or their sponsor/family to discuss the issue and possible solutions, which may include involving health professionals for assessment or advice. Abbeyfield Durham does not provide nursing or housekeeping services.

By your signature, you are agreeing to be a sponsor:

Date: _____

Print name: _____

Relationship to the applicant: _____ Phone: _____

Address: _____

Postal Code: _____ Email: _____

Signature: _____



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TERMS OF OCCUPANCY

1. Rent & Rates

- a. The monthly residential payment is payable in advance no later than the first day of each month.
- b. Rates are subject to annual review and adjustment at our budget meeting and will be effective January 1 of the following year. Residents will be given proper written notification.
- c. Pre-Authorized payments are appreciated.

2. Residents Insurance

- a. Each resident is required to carry insurance for their contents and liability insurance. This may be arranged through an insurance agent of your choice. A minimum of \$2 million liability is required. A proof of insurance certificate from your agent must be given to the Board prior to moving in and annually thereafter.

3. Monthly payments from the residents will covers:

- a. Houseparent services
- b. Meals
 - i. two meals per day, lunch and dinner
 - ii. food provided for self-serve breakfast
- c. Light, heating and air conditioning
- d. Use of house laundry facilities
- e. Repairs, renewals, decorating and cleaning of common use parts of the house
- f. Use of the family room for personal, private gatherings. Prior arrangements and confirmation with the Board is required.
- g. Storage locker
- h. Regular meetings with the Board to discuss any problems, events, etc.

4. The resident is expected to be responsible for:

- a. the furnishing, cleaning and care of his/her own personal suite and to prepare their breakfast and any other snacks and hot drinks at the self-serve breakfast bar.
- b. any alterations to the room will be discussed with the board prior to installation and if necessary, the alterations shall be reversed and the room returned to its original condition.
- c. Rug cleaning and replacement shall be considered on a case-by-case basis. Rugs will be cleaned on a five-year schedule for rental residents.

5. The Board of Abbeyfield Houses Society of Durham has the authority to limit the amount of furniture brought in by a resident.

6. No pets are permitted.

7. Smoking is not allowed in the building or on the property of Abbeyfield Houses Society of Durham,



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according to Grey County By-law #3942-02

8. Keys & Access

- a. Each resident will receive
 - i. One (1) key to his/her suite.
 - ii. One (1) key for the main entrance door of Abbeyfield House
 - iii. One (1) key for the elevator.
 - iv. Each room has an intercom with the front door. The residents may grant access to any other guests but are not permitted to give access to anyone they do not know.
- b. No key may be passed to next-of-kin or any other person without the prior approval of the Board of Abbeyfield.
- c. The houseparent has a duplicate key for use in any emergency.
- d. Replacement keys are subject to applicable costs.

9. Each resident may have a private telephone in his/her suite but is responsible for all expenses incurred.

10. Each resident may have a television/internet connection in his/her own suite but is responsible for all expenses incurred.

- a. They are responsible to control the volume so that it does not adversely affect other residents.

11. In the interest of safety, all electrical equipment including heaters, electrical blankets etc. must be in good working condition, contain automatic shut-offs and must be CSA approved. No extension cords can be used – the equipment must be plugged directly into the outlet.

12. The houseparent will purchase food for all meals and will cook and serve lunch and dinner. The staff will endeavor to give special meal accommodation in the case of short-term minor indisposition but is not able to deal with a longer illness.

13. In the case of the death of a resident.

- a. The suite will be locked and the key handed to the legal representative for the resident.
- b. The representative is responsible for ensuring the removal of effects within 30 days.
- c. The suite must be left in a clean and tidy condition without the need for repairs. The legal representative is encouraged to speak with the board concerning any final cleaning considerations.

14. In the case of an absence, only people who are listed as a sponsor may enter a residence room.

15. It is expected that all residents will always cooperate with each other and the houseparent to make Abbeyfield House a happy place. Should cause for a complaint arise, a resident has the right to appeal to the houseparent or to the Board. Any complaints are to be dealt with in a timely manner.

16. Fire drills are carried out at regular intervals and it is compulsory for all residents to participate.



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17. Any loss or damage to the property caused by neglect or carelessness of a resident or of a willful nature will be charged to the resident. The Board does not accept liability for loss of, or damage to, the resident's property.
 18. Conserving energy would be greatly appreciated and encouraged.
 19. Abbeyfield requests two weeks with which to prepare your room for the next resident. When giving notice for your room, the time must reflect 30 days plus 2 weeks.
 20. Any updates or alterations to this document will be given to all residents and discussed.



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Contact Form for each resident

Resident name _____
(please print)

Signature _____ Date _____

Email: _____ Phone # _____

Sponsor 1

Name _____
(please print)

Signature _____ Date _____

Email: _____ Phone # _____

Sponsor 2 if available

Name _____
(please print)

Signature _____ Date _____

Email: _____ Phone # _____

Financial Power of Attorney

Name _____
(please print)

Signature _____ Date _____

Email: _____ Phone # _____

Medical Power of Attorney

Name _____
(please print)

Signature _____ Date _____

Email: _____ Phone # _____



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Medical Questionnaire for Applicant

The following answers are required so that Abbeyfield Houses Society of Durham may be informed in confidence (through the medical advisor) as to the medical condition of

(Who is applying to become an Abbeyfield Resident)

Date of birth of applicant (d/m/y) _____

The fact that an applicant may be suffering to some degree will not necessarily exclude him/her from being considered, but the family doctor is asked to note that Abbeyfield House does not include the service of a registered nurse.

However, services of trained medical personnel may be brought to the house at the request and expense of the resident and normal Provincial Medical Services are, of course, available.

Where any abnormality is present please specify the exact condition.

1. Is vision normal, with glasses if necessary?

2. Is hearing normal?

3. Is urinary function normal?

4. Is there any cardiac or pulmonary disease?



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5. Is there any digestive disorder?

If yes, please attach a dietary plan.

6. Is there any disease of the joints or muscles?

Give details of any conditions interfering with locomotion

7. Is there any dermatological condition or ulceration requiring treatment

8. Is there any mental abnormality

(Give details of any weakness or senility?)

9. Performs normal bodily functions unaided, bathes, washes and dresses unaided and eats meals unaided.

10. Give details of any regular drugs/medicines or any form of nursing care required.

11. Give details of any known allergies. Use a separate page if required



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12. Is the applicant in your opinion, suitable physically and mentally for admission to an Abbeyfield House?

13. In the event of cessation of cardiac or pulmonary functions, has the applicant made a Do Not Resuscitate request or a request that no heroic measures should be taken to resuscitate.

Doctor's Signature _____ Date _____

Doctor's Name _____

Address _____

Phone Number _____

Email _____



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Move In Information Forms not required until applications have been approved Needed at Move IN Medications

Resident name _____ Resident room _____

Please list all medications and doses:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

Date _____



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ALLERGIES

Resident Name _____

Room Number _____

Telephone Number _____

Allergies: Please list or attach all drugs, food and other allergies:



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MEDIA RELEASE

I _____

(Name)

Hereby () – Authorize () – do not authorize

that Abbeyfield Houses Society of Durham, its employees, or agents have the right to take photographs, videotape, or digital recordings of me and to use these in any and all media, now or hereafter known.

I do hereby release to Abbeyfield Houses Society of Durham, its agents, and employees all rights to exhibit this work in print and electronic and social media form publicly or privately.

I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement. Signature Address Phone Witness for the undersigned

Date _____



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Thank you for considering Abbeyfield Houses Society of Durham

Please contact us for Any further questions

Abbeyfield Houses Society of Durham is a Registered Charity Organization

If you are interested in volunteering or sponsoring us, please contact us for more information

Watch our Website or Facebook for New Information or Events

www.AbbeyfieldDurham.ca



Find us on
Facebook

[Facebook: Abbeyfield Durham Senior Housing](#)

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