



**Abbeyfield**  
*Durham*

## Abbeyfield Houses Society of Durham Inc

*opened December 2002*

### Application Forms

Box 639 165 Cross Street South

Durham, Ontario. N0G 1R0

Bus: (519) 369-1112

[www.abbeyfielddurham.ca](http://www.abbeyfielddurham.ca)

[email: info@abbeyfielddurham.ca](mailto:info@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 Resident's and Friends. Also available for local groups.
- \* Gazebo
- \* A warm and homely 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 life style to which you are accustomed.



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## Twenty Questions

Most Often Asked About Living in an Abbeyfield House on the Life Occupancy Lease Program

### 1. Why would I want to live in an Abbeyfield House

Abbeyfield Houses are residences which 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 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.

**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 totally 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 property is a smoke 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 a live-in House Parent who mainly endeavors to create the home-like atmosphere described above. This person arranges the grocery-shopping, cooks the meals, and acts as caretaker.

**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.

**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 life style 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 the advance. Often another plate can easily be added to the table. We have a guest rooms 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.*



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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 application for residency in 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

1. Kind of ID::	
2. Kind of ID	

Sponsor #1 Address Phone: \_\_\_\_\_

\_\_\_\_\_  
 Email: \_\_\_\_\_

Financial Power of Attorney Address Phone: \_\_\_\_\_

\_\_\_\_\_  
 Email: \_\_\_\_\_

Medical/Personal Care Power of Attorney Address Phone: \_\_\_\_\_

\_\_\_\_\_  
 Email: \_\_\_\_\_

**Do you have any special requirements? (Please summarize)**

\_\_\_\_\_

**Do you own a vehicle? \_\_\_\_\_ Vehicle License \_\_\_\_\_**



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*Application pg 2*

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 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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## TERMS OF OCCUPANCY

Suite Number \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

### 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.

### 2. Residents Insurance

- a. Each resident is required to carry insurance for their contents and also 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
  - b.i. two meals per day, lunch and dinner
  - b.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 tenants.

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



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6. No pets are permitted.
7. Smoking is not allowed in the building or on the property of Abbeyfield Houses Society of Durham, according to Grey County By-law #3942-02
8. Keys & Access
  - a. Each resident will receive
    - a.i. One (1) key to his/her suite.
    - a.ii. One (1) key for the main entrance door of Abbeyfield House
    - a.iii. One (1) key for the elevator.
    - a.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 parent 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 of 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 cooperate with each other and the houseparent to make Abbeyfield House a happy place at all times. 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, 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.

Resident name \_\_\_\_\_  
 (please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Resident name \_\_\_\_\_  
 (please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Sponsor 1**  
 Name \_\_\_\_\_  
 (please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Financial Power of Attorney**  
 Name \_\_\_\_\_  
 (please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Medical Power of Attorney**  
 Name \_\_\_\_\_  
 (please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Abbeyfield Houses Society of Durham  
 Approved: Name: \_\_\_\_\_ Date \_\_\_\_\_



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## OBLIGATION OF SPONSOR

As sponsor(s) for \_\_\_\_\_,  
 who is applying for residence at Abbeyfield House of Durham

I agree to assume responsibility in the event of sickness or infirmity beyond the normal Abbeyfield Houses of Durham Service and Care.

I will endeavor to attend any medical conference to review his/her physical and mental status

I acknowledge that other living arrangements may have to be made at a later date by me in consultation with Abbeyfield Houses Society of Durham Board of Directors with input from medical advisors.

### Sponsor #1

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ work/message \_\_\_\_\_ Email \_\_\_\_\_

Relationship to resident \_\_\_\_\_

### Financial Power of Attorney

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ work/message \_\_\_\_\_ Email \_\_\_\_\_

Relationship to resident \_\_\_\_\_ Do you have Power of Attorney for Resident? \_\_\_\_\_



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### Medical Power of Attorney

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ work/message \_\_\_\_\_ Email \_\_\_\_\_

Relationship to resident \_\_\_\_\_



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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)

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?

---

5. Is there any digestive disorder?

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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

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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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of birth of applicant (d/m/y) \_\_\_\_\_

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. \_\_\_\_\_
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11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_

Date \_\_\_\_\_



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## ALLERGIES

Resident Name \_\_\_\_\_

Room Number \_\_\_\_\_

Telephone Number \_\_\_\_\_

Allergies: Please list 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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## The Guest Room

**Seniors visiting our community, need respite, and anyone visiting a Resident**

Abbeyfield Durham welcomes you for

Short Stay Guest Room

Visitors available up to 7 days.

Longer visits or other requirements will be reviewed by the Board of Directors

You are welcome to try out our community

[Register with House Parent required](#)

24 hours notice to the House Parent is required for Meals

### **Guest room including breakfast**

Single	\$60.00	Double	\$85.00
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### **Bring friends any time to visit for Meals**

#### **Meal Prices for Visitors**

Main Meal	\$12
Light Meal	\$8
Self Serve Breakfast	\$5

**24 hours notice to the House Parent is required for meals**



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Abbeyfield Houses Society of Durham  
 Short Visit Guest Room Registration  
*for visitors of residents and Abbeyfield as available*  
*Room cleaning provided once a week*  
*Register with House Parent required*  
*24 hours notice to the House Parent is required for meals*

Date: \_\_\_\_\_

Name	
Phone	
Email	
Address	
Vehicle Plate	

	Date Arrive	Date Complete
Visit		
Confirm by Resident		
or by Director		

Allergies	
Food	
Other	

Payment Arrangement	
Final Charge	initial here paid



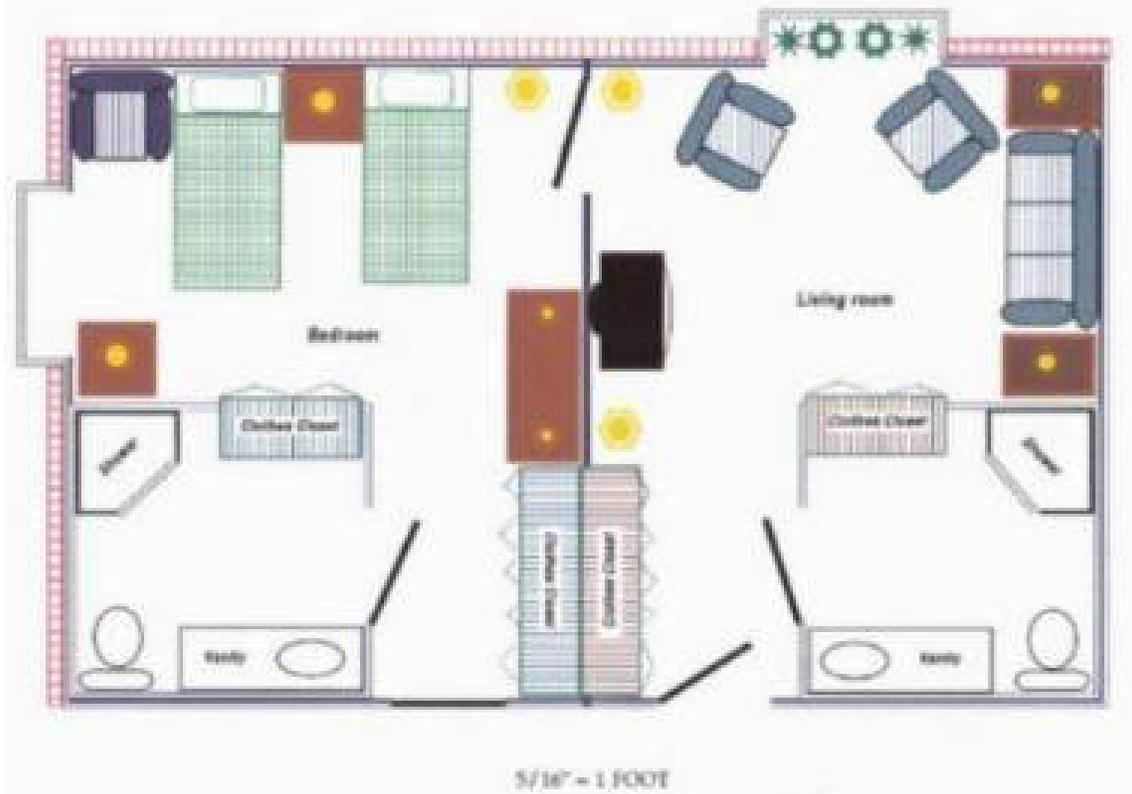


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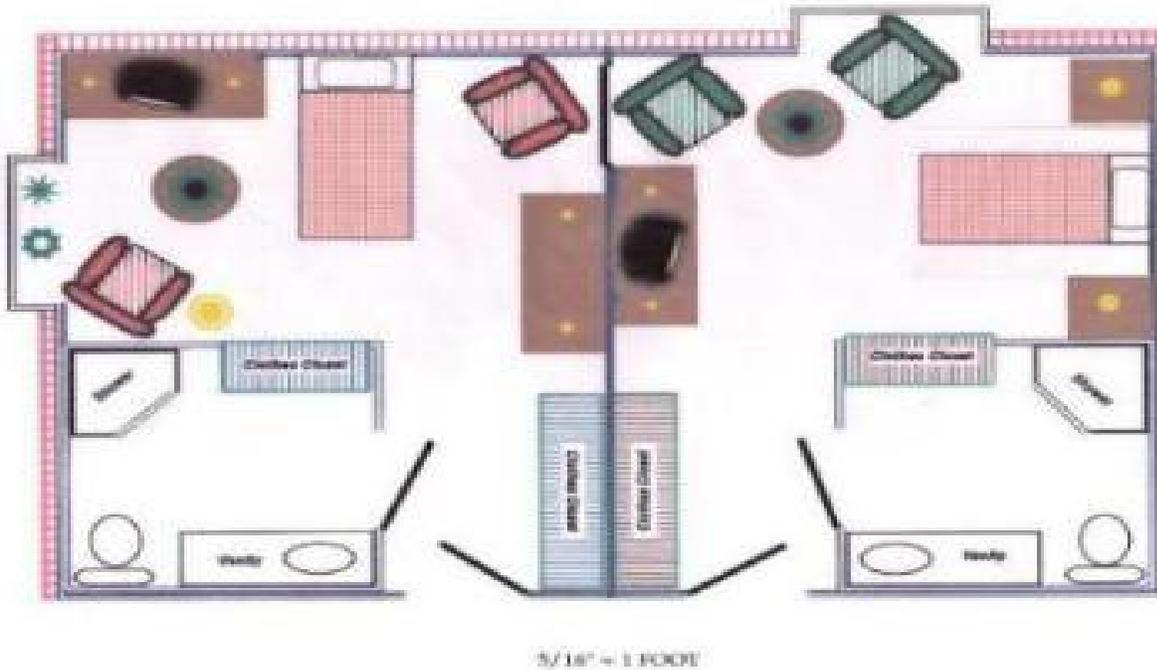


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## DOUBLE SUITE



## SINGLE SUITES





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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  
Non Profit charitable 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](http://WWW.AbbeyfieldDurham.ca)



[Facebook: Abbeyfield Houses Society of Durham](#)

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