

Choboji Tenant and Resident Policies

Resident and Tenant

A resident is a person who has completed the residential application process and is a tenant of the CBJ Residential Practice Center. A tenant is a person authorized to live in the CBJ Residential Practice Center apartments, has executed a signed rental agreement, is current on CBJ membership fees and rent, and is following the policies, procedures, and rules of the CBJ Residential Practice Center.

Resident Waiting List

The apartment manager shall maintain a waiting list of Chobo-Ji residential applicants. Ordained residential student applicants may have seniority on the waiting list.

Residential Applicant with Spouse/Significant Other

When couples apply to be CBJ residents, at least one person must be a member of CBJ.

Residence is Contingent/Eviction

Residence at CBJ is contingent upon active membership in CBJ and participation in the residential practice training program. Eviction is solely at the discretion of the Chobo-Ji board, subject to relevant Washington State law and City of Seattle ordinance.

Housing Costs

Tenants of CBJ Residential Practice Center will pay rent as specified in their rental agreement.

Prorated Rents

Rents will be prorated based on the date of occupancy relative to the number of days in the month of occupancy.

Utilities

Tenants are responsible for transferring phone and cable service to their name and for the cost of their phone and cable service from the date of occupancy.

Illegal Use

Tenants shall not use the property for any illegal purposes.

Smoking

Smoking is not permitted inside the CBJ Residential Practice Center building. This includes all private and public areas.

Guests and Visitors

Tenants are responsible for the conduct of their guests and visitors on the CBJ Residential Practice Center property and shall insure that guests and visitors comply with these Rules.

Pets

Pets are permitted with acceptance of a completed pet agreement and payment of a deposit. The deposit is nonrefundable.

Residential Program Expectations

The purpose of residential training is to establish stability of practice for the community. In order to do that, we make a sustained, wholehearted commitment to practice. We each support and encourage each other in our training, and by taking responsibility for ourselves, we can extend this to the community and world at large. We work to maintain and sustain an atmosphere of training during our time here.

In practical terms, this includes the following responsibilities:

Zazen

Sit at least three (3) zazen periods each week; residents who cannot maintain this commitment will determine, with the abbot, an individual zazen schedule. At least one week-long sesshin per year or equivalent.

Samu

Spend at least one hour a week maintaining the temple. Carry out agreed-upon samu assignments. These may include regular assignments (flowers, opening/closing altars, program committee work, office work, trash, etc.) and samu to meet seasonal or immediate needs (snow shoveling, sweeping, carpentering, planting, watering, weeding, etc). Be mindful and take responsibility for security, safety, lighting, litter and spills, supplies, etc.

Cleaning

Leave all public areas you use as clean as, or cleaner than, you found them. The zendo and related common spaces (kitchen, lounge, shoe and coat areas, bathrooms and so on) and the outdoor areas used by everyone are public areas. This includes bathrooms, pantry/jisha closets, work areas, etc. Do not leave personal items in public areas.

Sangha Meetings

Participate regularly in resident and broader sangha meetings.

Participation

Participate in the Chobo-Ji schedule and programs. Learn and take responsibility for filling Chobo-ji officer positions as assigned, such as in the Zendo and for sesshin.

Fiscal Responsibility

Residents are expected to pay rent and membership dues on time and take the initiative when special arrangements need to be made.

Relationship

Live in a harmonious way with the Sangha by honoring commitments and supporting each other's practice. This includes resolving conflicts in an appropriate and timely manner, guided by the CBJ reconciliation policies.

Community Service

Develop and sustain a positive relationship with the community and neighborhood. This may include community service activities such as neighborhood clean-up, attending neighborhood meetings, keeping the grounds and buildings neat (leaves raked, grass mowed, etc.), patronizing neighborhood businesses, and getting to know others in the neighborhood.

Application Process

An applicant will initiate the process by completing and submitting a Tenant Rental Application and a Residential Training Application to the abbot.

Applicants will be interviewed by the abbot, and information about them will be shared with all current residents.

The applicant shall be informed and asked about issues regarding criminal history and any relevant physical and mental medical issues. The purpose of this is to safeguard the existing residents and provide information in the event of a medical emergency.

If the initial interview is positive, the CBJ board should be notified. The applicant and current residents will make an opportunity to meet together, and pertinent information about the applicant will be shared. Resident feedback from this meeting will be considered in making a final determination about residency. If a resident has major concerns about a potential resident, he/she should voice them. Generally, a person will not be invited to join the program if a current resident objects.

If all current residents and the abbot agree that a potential resident will be a good "fit" for the residential training program, an invitation will be extended to that person. The interview process may include a trial residency period.

If an invitation is extended to the applicant, the applicant and business manager will complete and sign a rental agreement. The CBJ board will be notified that the new resident has accepted and will be moving in.

APPENDICES

Residential Training Application

Last Name _____

First Name _____

Street Address _____ Apt. No. _____

City _____ State _____ Zip _____

Place of Birth _____ Birth Date _____ Sex _____

Email _____

Occupation _____

Employer _____

1. Please describe your Zen training, or your background in any other spiritual tradition. List your current teacher, if any, and contact information, as well as any past teachers and relevant information.

2. Have you ever been a resident of a religious community? If so, give the name and telephone number of the community or organization and dates spent there.

Please sign and date this form.

By signing this, the applicant attests that the above information is true, and authorizes Dai Bai Zan Cho Bo Zen Ji to verify the accuracy of such information. All information contained herein shall remain private and confidential.

Dai Bai Zan Cho Bo Zen Ji may deny residency status to applicants for any reason, stated or unstated, and may also terminate the residency of any person at any point during the training period without stated reason and in its sole discretion and without refund of fees.

I, _____, attest that the information provided above is true and I accept the terms stated herein.

Signature of applicant _____

Date _____