

**Guest Policy**  
**Chatham Hope Non Profit Housing**

**Passed by the Board of Directors**

**Approved date: September 23, 2002**

**Last reviewed date: November 30, 2009**

**Last approved revision date: January 25, 2010**

**Goals**

The Guest Policy applies to all tenants of Chatham Hope Non Profit Housing. It is designed to:

- Enable tenants to live-in guests for up to 2 consecutive weeks per year.
- Ensure both the Chatham Hope tenants comply with Provincial laws and regulations.
- Ensure subsidies reflect the true household income, including anyone who has moved into the unit.
- Ensure all tenants, including those who join the household, maintain the same high standards as other tenants of Chatham Hope.
- Treat tenants paying market rents and tenants paying rent geared to their income as equitably as possible while complying with provincial regulations.

**Definitions**

**Visitors:** People who visit the tenant but whose principle address is outside Chatham Hope Non Profit Housing.

**Guests:** Visitors who do not have another address but are staying with a tenant for a limited time while seeing a home elsewhere.

**Occupants:** People who live in a unit with the permission of Chatham Hope and the original tenants but do not have any right to remain in the unit after the original tenant moves out.

**Visitors**

Visitors may come to the unit as frequently as the tenant invites them. Very frequent visitors may be asked to verify their principle address outside Chatham Hope.

**Guests**

1. Any tenant may invite guests into their unit for up to 2 consecutive weeks per year without obtaining the Corporation's permission.
2. If a tenant wishes a guest to stay for longer than 2 weeks he or she must write to the Non -Profit office stating the length of time of the guest would like to stay. The Property Manager may agree to the stay (and will confirm in writing to the length of stay permitted).

The Property Manager may refuse the request if:

- It appears the guest does not intend or has no prospects of moving at the end of the agreed term or
  - Staff or tenants have complained about the guest's behaviour and those complaints have been found valid.
3. The Property Manager will ensure the guest has left. However guests who wish to stay beyond the term may apply to become tenants immediately (see additions to the household).
  4. If a guest continues to stay in the unit without Chatham Hope Non Profit Housing's permission Chatham Hope Non Profit Housing may cut off the household's rent subsidy or evict the household with 90 days notice and inform the tenant of their right to appeal.
  5. At all times the tenants are responsible for the behaviour of their guests.
  6. Should the tenant move out of the unit the guest must also move out. Any guests staying in the unit after the lease-holding tenant moves out will be removed.

#### **Additions to household that receive RGI subsidy**

1. Tenants must report any new person in the unit within 10 business days of their moving into the unit in accordance with Provincial regulations. Guests wishing to become tenants must make a written request to the Property manager before their term of stay is over.
2. Persons wishing to join a household receiving RGI subsidy must apply to the Non-Profit and submit proof of their income. The person must be eligible to receive RGI subsidy. In order for the household to continue to qualify for RGI subsidy he or she must:
  - Be a Canadian citizen, landed immigrant or refugee claimant, not under a deportation order
  - Not be in arrears to a Social Housing Provider
  - Not guilty of obtaining RGI subsidy wrongfully, or of misrepresenting income within the last 2 years.
  - Not own residential property unless they agree to sell their property within 180 days of moving in.
  - Not have income or assets that place the household above local income or assets limits if applicable.
3. If the newcomer is **not** eligible for RGI subsidy the corporation will inform the tenant. The Corporation may allow the occupant to become a tenant but remove the household's subsidy with 90 days written notice.
4. The Property Manager may refuse to grant tenancy if the newcomer would not have been accepted had they been a member of the original household. (That is if the household would have been turned down due to a record of damage, arrears, or disturbance to others.) In this case, the Property Manager will:
  - Refuse to allow the newcomer to stay. If the newcomer insists on staying the Non Profit may evict the entire household.

**Unreported stays**

The Non Profit may hear from a third party that a new person **may** be staying in the unit. In this case:

1. The Property Manager will attempt to contact the tenant by phone to ask for clarification. A letter should be sent if a phone call does not receive a response.
2. If it is established there is a new person living in the unit (i.e. a person who has no other address and no plans or prospects to move out) the occupant must apply to become a tenant (following the steps above.)
3. If the tenant denies there is another occupant, or the situation is unclear the tenant must provide their response to the Property Manager in writing within a specified period of time to be determined by Regulations.

 PER

Patricia Planting, President of the Board  
January 2010