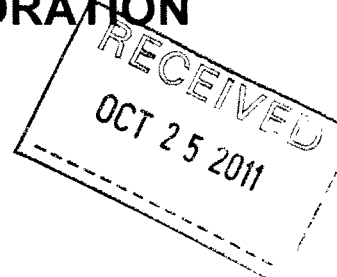


# RIVERWAY NON-PROFIT HOUSING CORPORATION

## POLICY & PROCEDURE #07

### SUBJECT: GUEST POLICY



Original Board Approval Date: November 7, 2001  
Last Reviewed Date: September 28, 2011  
Last Approved Revision Date: September 28, 2011

  
\_\_\_\_\_  
Vice - President

  
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Secretary/Treasurer

September 28, 2011  
\_\_\_\_\_  
Date

### GOALS

The Guest Policy applies to all Riverway Non-Profit Housing. It is designed to:

- . enable tenants to have live-in guests for up to 2 weeks
- . ensure both the non-profit and tenants comply with the provincial laws and the 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 in the non-profit.
- . 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 a tenant, but whose principle is outside the non-profit.

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

**Tenants:** People who have signed a lease, and enjoy all the rights and responsibilities of tenancy.

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

## **VISITORS**

1. Visitors may come to the unit as frequently as the tenant invites them. Very frequent visitors may be asked to demonstrate they have a principle address outside the non-profit.

## **GUESTS**

1. Any tenant may invite guests into their unit for up to two weeks without gaining the non-profit's permission.

2. If a tenant wishes a guest to stay for longer than two weeks, he or she must write to the non-profit office, stating the length of time the guest would like to stay.

The property manager may agree to the stay (and will confirm in writing the length of the 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-to-term, or
- . staff or tenants have complained about the guest's  
behaviour, and those complaints have been found valid.

3. At the end of the term, the property manager will check to ensure the guest has left. 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 the non-profit's permission, the non-profit may cut off the household's rent subsidy or evict the household with a 90-day notice and inform the tenant of their rights to appeal.

5. At all times, 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 HOUSEHOLDS THAT RECEIVE RGI SUBSIDY**

1. Tenants must report any new persons 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 stay is over.

2. Persons wishing to join a household receiving RGI subsidy must apply to Chatham

Kent Social Housing.

3. If the newcomer is not eligible for RGI subsidy, Chatham Kent Social Housing will inform the tenant. The non-profit may allow the occupant to become a tenant, but remove the household's subsidy with 90 days written notice.

4. If the newcomer is eligible for RGI subsidy, then the non-profit may allow him or her to become a tenant. The household, including the newcomer, will be required to sign a new lease/or a lease addendum.

### **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 phone the tenant 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 Chatham Kent Social Housing to become a tenant.

3. If the tenant denies there is another occupant, or the situation unclear, then the property manager will prepare a statement, confirming their denial of the original allegations.