

CRC Self Help Inc.

Guest Policy

Approved by the Board of Directors: August 21st, 2002

Goals

The Guest Policy applies to all CRC Self Help tenants. It is designed to:

- enable tenants to have guests for up to 3 days per month
- ensure both the non-profit and tenants comply with all laws and regulations
- ensure all tenants, including guests, 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: Persons who visit the tenant, but whose principal address is outside the non-profit.

Guests: Persons who do not have another address, but are staying with a tenant for a limited time while seeking a home. Their income is not included in the calculation of rent-geared-to-income.

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

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 principal address outside the non-profit.

Guests

1. Any tenant may invite guests into their unit up to a limit of three days a month.
2. If a tenant wishes a guest to stay for longer than three days a month, he or she must write to the non-profit office, stating the length of time the guest would like to stay.

The Housing Worker may agree to the stay (and will confirm in writing the length of the stay permitted.)

The Housing Worker 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 guests behaviour, and those complaints have been found valid.
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3. At the end of the term, the Housing Worker will check to ensure the guest has left.
 4. If a guest continues to stay in the unit without the non-profit's permission, the non-profit will cut off the household's rent subsidy with 90 days notice. The tenant has the right to ask for a review of this decision.
 5. At all times, tenants are responsible for the behaviour of their guests.
 6. Should the tenant move out of the unit, any existing guest must also move out. Any guests staying in the unit after the lease-holding tenant moves out will be removed.

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 housing worker 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 become a tenant (following the steps above).
3. If the tenant denies there is another occupant, or the situation is unclear, then the housing worker will prepare a statement to be signed by the tenant, confirming their denial of the original allegations.

Procedure

Each house, in partnership with CRC SHI, establishes its own guidelines regarding guests and these include:

1. Tenants are responsible for their guests at all times while on the premises of the houses.
2. Guests are not to be left alone in the unit or the common areas of the house
3. **Tenant assures that guest/s** understands the house rules of the home : i.e. cleanliness, privacy, quietness, respect to other tenants and time line use of the common areas for example: kitchen & washrooms
4. Guests overnight are limited to three days a month for any one resident
5. **Approval** by other **tenants** regarding **overnight** stays by guests
6. Guests are not to have in possession the tenant's keys