

Columbus Estates of Chatham Inc.

Policy Name:	Long Term Guest Policy
Contact Officer:	Wayne Bushey, 519-351-8332
Date Approved by Board of Directors:	January 16 th , 2006
Date Approved by General Membership	N/A
Date Certified:	January 16 th , 2006

Reference:

Social Housing Reform Act 2000, 339-01, Part V, Sect 21 (2-3)

Goals:

The Guest Policy applies to all Columbus Estates of Chatham Inc. tenants. It is designed to:

1. Enable tenants to have live-in guests for up to two weeks
2. Ensure both Columbus Estates and our tenants comply with provincial laws and regulations
3. Ensure subsidies reflect the true household income, including anyone who has moved into the unit
4. Ensure all tenants, including those who join the household, maintain the same high standards as other tenants in our complexes.
5. 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 a 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.

Occupants: Persons 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 principal address outside the non-profit

Guests:

1. Any tenant may invite guests into their unit for up to two week=s stay without gaining our permission.
2. If a tenant wishes a guest to stay for longer than two weeks, he or she must write to our 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:

- a. It appears the guest does not intend, or has no prospects of, moving at the end of the agreed-to term, or

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- b. 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 our permission, we 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, 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. 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 Columbus Estates of Chatham Inc., and submit proof of their income
3. 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:
 - a. Be a Canadian citizen, landed immigrant or refugee claimant, not under a deportation or departure order
 - b. not be in arrears to a social housing provider in Ontario
 - c. not be guilty of obtaining RGI subsidy wrongfully, or of misrepresenting income, within the last two years
 - d. not own residential property, unless they agree to sell their property within 180 days of moving in
 - e. not have income or assets that place the household above local income or asset limits.
4. If the newcomer is not eligible for RGI subsidy, we will inform the tenant. We may allow the newcomer to become a tenant or occupant, but remove the household=s subsidy with 90 days written notice.
5. If the newcomer is eligible for RGI subsidy, then we will allow him or her to become a tenant. The household, including the newcomer, will be required to sign a new lease.
6. We may also refuse to allow the newcomer to become a tenant, on grounds permitted under O. Regulation 339/01:
 - a. it would be contrary to our mandate
 - b. they have a rental history of non-payment of rent
 - c. we have reasonable grounds to believe that it is unreasonable for the household to reside in shared accommodation
 - d. the physical characteristics of the unit do not suit the needs of the household
 - e. if a special needs unit, the level of service required is significantly greater or less than the level of service needed by the household

If the newcomer insists on staying, then the property manager may evict the entire household.

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Unreported stays:

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

Additions to the household in market rent units:

1. Tenants must report any new occupants in the unit within 10 business days of their moving into the unit, in the same way as tenants paying rent-geared-to-income.
2. It is the decision of the market tenant as to whether they wish the guest to apply for tenancy rights to the unit. To have a guest, become a tenant and be added to the lease, the tenant and the guest(s) must make a written request to the property manager before their term of stay is over.
3. The property manager will normally give permission for the newcomer to become a tenant, and will prepare a new lease for signature.
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, (i.e. the occupant has a record of damage, arrears, or disturbance to others). In this case, the property manager may:
 - a. allow the newcomer to stay without signing the lease as an occupant. This means the original tenant would continue to be solely responsible for the rent. The tenant would also be responsible for the behaviour of the occupant. When the original tenant moved out, the occupant would also have to move out.