

### **1.4.1.1.4 Guest Policy**

#### **1.1 PURPOSE**

The guest policy applies to all units and tenants of the Corporation and is to:

- a) Enable tenants to have live-in guests for up to seven (7) consecutive days within a 30-day period
- b) Ensure that both the Corporation and tenants comply with provincial laws and regulations
- c) Ensure that all tenants, occupants & guests in the household, maintain the same standards as other tenants in the building
- d) Treat tenants paying market rents and tenants paying rent geared to their income, as equitably as possible

#### **2.1 DEFINITIONS**

- a) 'Corporation' shall mean the Central Elgin Non-Profit Housing Corporation
- b) 'Council' shall mean the Council of the Corporation of the Municipality of Central Elgin
- c) 'Municipality' shall mean the Corporation of the Municipality of Central Elgin
- d) 'Secretary-Treasurer' shall mean the Secretary-Treasurer of the 'Corporation
- e) 'Tenant' shall mean those persons named in the lease
- f) 'Board' shall mean the Board of Directors of the Corporation
- g) 'Residential Unit' shall mean any living accommodation used or intended for use as rented residential premises as per the lease agreement
- h) 'Common Area' shall mean the entry way, corridors, stairwells, common room, laundry room, lawn, walkways, and parking lot
- i) 'Guest' shall mean any person staying with a tenant for a limited time per the lease agreement. Their income is not included in the calculation of rent geared-to-income

#### **3.1 POLICY**

- a) Per the Lease, guests of the tenant shall not be permitted to remain in the rental unit except as described here in the Guest Policy
- b) Guests shall not be permitted to remain in the unit longer than seven (7) consecutive days within a thirty (30) day period without the prior written consent of the Corporation
- c) The limitation on the length of stay for guests is set at the sole discretion of the Corporation based on the terms of the lease
- d) If guests of the tenant reside in the unit for a period longer than seven (7) consecutive days without written approval of the Corporation, they shall be considered to be illegal occupants and the tenant shall no longer qualify for rent geared-to-income or occupancy of the unit
- e) Any tenant with a guest shall agree that any amendment to the list of occupants must have the written consent of the Corporation
- f) Tenant agrees that, if any person is occupying the unit other than the tenant, without prior written authorization, the tenancy will be considered terminated, effective on the date upon which the trespasser is found to be occupying the unit, and the tenant shall cease to qualify for the occupancy of the unit
- g) Should a guest desire to become a tenant, an application form must be submitted, and they must follow the same process as any other applicant, as per the Wait List Policy