

**Hastings County Community and Human Services
 Hastings Local Housing Corporation
 Administrative Policies and Procedures**

SUBJECT : Guest Policy		
APPROVED BY: Hastings County Council		
POLICY # HLHC 4		
ORIGINAL ISSUED	SUPERCEDES	CURRENT VERSION
April 2002	January 2021	May 2022

PURPOSE

The purpose of this policy is to provide clarity to determine when a person is a guest and when a person is a tenant. The Hastings Local Housing Corporation (HLHC) must know who is residing in a Rent-Geared-to-Income (RGI) unit at all times to ensure that rent charge and subsidy provided are accurate and fair.

SCOPE

The policy applies to the units directly managed by the Hastings Local Housing Corporation.

DEFINITIONS

A guest is someone who has a permanent alternate address and has been invited by the tenant to stay in the premises for a brief period of time.

REQUIREMENT

The maximum amount of time a guest can stay in a Rent-Geared-to-Income (RGI) unit is fourteen (14) days in a ninety (90) day period.

If a Tenant wishes to have the guest stay for a period greater than 14 days in a 90-day period, the Tenant must obtain written permission from the Landlord. In the event that a guest of the Tenant remains in the unit for a period longer than 14 days without the prior written consent of the Landlord, they shall be deemed to be unauthorized occupants. Visitors who do not have a permanent alternate address may also be deemed unauthorized occupants. If the Tenant allows unauthorized occupants to stay in the Unit beyond the agreed term, the Tenant may cease to qualify for Rent-Geared-to-Income assistance and/or occupancy of the Unit, following any notice requirements under the Acts.

The Hastings Local Housing Corporation has the right to restrict the number of guests in a unit.

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RESPONSIBILITY

It is the responsibility of the tenant to report any guests to the HLHC. Failure to report a guest may result in an investigation of fraud and/or loss of RGI assistance.

A tenant cannot act as legal surety to a guest at their Unit.

Tenants must provide verification of their guest's permanent alternate address upon the Landlord's request.

Tenants are responsible for the behaviour of their guests at all times while on or about the residential complex.

REFERENCES

Housing Services Act, 2011

Ontario Regulation. 367/11, s. 96 (4)

The Hastings Local Housing Corporation Lease

The Hastings Local Housing Corporation Tenant Handbook