

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

SUBJECT : Guest Policy		
APPROVED BY : County Council		
POLICY #: L.H.C. 4		
ORIGINAL ISSUED	SUPERCEDES	CURRENT VERSION
March, 2002	November 2012	November 2016

PURPOSE

To provide clarity to determine when a person is a guest and when a person is a resident.

- In order to ensure the rent geared to income (RGI) rent levels, and therefore the amount of subsidy provided, is accurate and fair the Hastings Local Housing Corporation must know who is residing in a RGI unit at all times.

SCOPE

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

DEFINITIONS

A guest is someone who 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 unit is (14) days.

If a tenant wishes to have the guest stay for a period greater than (14) days , the tenant needs to contact their Property Supervisor at which time their Property Supervisor may agree to the request and will inform the tenant. However, the Landlord may refuse the request if:

- It appears that the guest does not intend, or has no prospects of moving at the end of the agreed end of the term of the visit.
- The guest does not have a permanent address
- The guest does not adhere to the rules and regulations of the Housing Programs Branch

Removal of subsidy may result if a guest continues to stay in the unit beyond the agreed term and has not applied to live in the unit.

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

COMMUNITY AND HUMAN SERVICES
Housing Services
Postal Bag 6300, 228 Church Street
Belleville, Ontario K8N 5E2



Phone: 613.966.1311
Fax: 613.968.3197
Toll Free: 1.800.267.0575

RESPONSIBILITY

It is the responsibility of the tenant to report any guests to the Hastings Local Housing Corporation . Failure to report a guest may result in an investigation of fraud.

The guest is the responsibility of the tenant at all times.

REFERENCES

Housing Services Act, 2011
Ontario Regulation. 367/11, s. 96 (4)