



Tenant Guest Policy

Guests are individuals who are not listed as tenants (tenants enjoying the rights and responsibilities of a legally qualified Greater Sudbury Housing Corporation RGI leaseholder) of the relevant GSHC lease and who are visiting and residing temporarily, on a non-regular short term basis, in the same unit as the members of the household identified on the GSHC tenancy agreement.

Guests shall not be permitted to remain in the rental unit except as provided in the “GSHC Tenant’s Guest Policy” which shall be provided to the tenant upon request and is available for viewing on the GSHC website or main office. A guest is treated as an occupant under the Residential Tenancies Act and when the tenancy is terminated, the guest must leave. As well, tenants are responsible for the conduct of their guests. For example, a visitor’s antisocial behaviour can lead to a request for the guest to leave or the termination of the leaseholder’s tenancy under the *Residential Tenancies Act* (RTA).

A household must report in writing to the Landlord the names of all guests staying in the rental unit for more than four (4) consecutive nights as well as guests who stay for shorter periods of time on a regular recurring basis. A GSHC form is available for this purpose and must be completed indicating the name(s) of the guest(s), place(s) of permanent principle residence(s) of the guest(s) and the duration of their stay (or regular stay(s)). This request form must be submitted within three (3) business days from the arrival date of the guest(s) at the unit, if they are intending to stay more than four (4) nights. Guest registration is not considered permission for the visitor to remain in the GSHC unit indefinitely, as outlined below.

Any individual staying in the rented premises as a guest must be capable of providing verifiable proof of a non GSHC principle place of residence. A guest may be requested to demonstrate proof of residence, including but not limited to such documentation as: a copy of a lease; current rent receipts; household bills sent to the guest for another address; currently issued photo ID or other current official government documentation; etc.

Guests that do not have a current principle residence are expected to find alternate non GSHC accommodation as soon as possible, unless permission is extended by the Property Manager, as follows:

- A guest may only stay in the unit for a maximum period of two (2) consecutive weeks. If there are extenuating circumstances that warrant an extended stay by a guest beyond two (2) consecutive weeks (e.g. care giving related to illness, etc.), the household must submit a written request to the Property Manager for an extension of time and explain the circumstances for the request.
- Each request for an extension of time will be reviewed on a case by case basis and a decision will be rendered on its own (without precedent or prejudice) merits. If a guest remains in the rental unit beyond the period set out in this Guest Policy without the written permission of the GSHC, the tenant is deemed to be ineligible for Rent-Geared-to-Income assistance and the Property Manager, at his or her sole discretion, may issue a decision to remove the tenant’s RGI subsidy and serve a notice of rent increase to the current applicable market rent for the unit.

- Should a guest be accepted by GSHC as a tenant of the existing household holding the tenancy agreement, pursuant to this Guest Policy, the eligibility requirements of the Housing Services Act and the local rules of the Service Manager, all of the tenants will be required to sign a new lease and will be bound by the terms and conditions of the said Greater Sudbury Housing Corporation tenancy agreement.

Any case where a guest is suspected of having an unreported and unauthorized stay beyond the two (2) week period allowed by this GSHC Tenant's Guest Policy and who has not registered as a guest for the 2 week period within the prior three (3) day period identified above, will be deemed to be in violation of this Policy and will be fully investigated by the Property Manager in accordance with the requirements of the Housing Services Act to prevent abuse of the Province's Rent-Geared-to-Income Assistance Program.



Guest Request Form

Please note that this form is only required in situations where a guest is staying overnight for more than four (4) consecutive nights, or stays overnight for shorter periods of time, but on a recurring and regular basis.

Date: _____

Tenant Name: _____

Tenant Address: _____

Guest Name(s): _____

Guest Address(s): _____

City: _____ Prov: _____ Phone: _____

Do They: Rent Own Live w/Friends or Family Without Accommodation

Arrival Date: _____ Departure Date: _____

Is this the first visit for this guest? Yes No

Does this guest visit overnight on a regular basis: Weekly Monthly

Please indicate the number of nights per month this guest stays overnight. _____

Please check the nights that this guest typically visits:

Mon Tues Wed Thu Fri Sat Sun

Will a car be parked overnight in visitor parking? Yes No

If yes, please provide the following vehicle information: Make: _____ Colour: _____

License # _____

This form must be submitted within three (3) business days from the arrival of the guest and it is subject to the approval of the Property Manager. The Guest Policy is covered in Section 14 of your Lease Agreement.

The GSHC Guest Policy is not intended in any way to restrict the right of the residents to have guests. It is, however, intended to avoid misunderstandings. This information helps us to maintain the integrity of the Rent-Geared-to-Income program, by ensuring that rent subsidies are provided to those who qualify.

Date: _____

Tenant(s) Signature

Tenant(s) Signature