



BARRIE MUNICIPAL NON-PROFIT HOUSING CORPORATION

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BARRIE MUNICIPAL NON-PROFIT HOUSING CORPORATION

GUEST POLICY

Approved by the Board of Directors of **Barrie Municipal Non Profit Housing Corporation (BMNPHC)** on this 16th day of July, 2003

Goals

The guest policy is designed to:

- enable tenants to have live-in guests for up to two weeks,
- ensure both BMNPHC and tenants to comply with provincial laws and regulations,
- ensure subsidies reflect the true household income, including anyone who has moved into the unit,
- ensure all tenants, including those who join the household, maintain the same high standards as other tenants paying rent geared to their income, as equitably as possible while complying with provincial regulations.

Definitions

For the purposes of this policy:

- a **visitor** is defined as a person or persons who visit the tenant but whose principle address is outside BMNPHC.
- a **guest** is defined as a person or persons who do not have another address but are staying with a tenant for a limited period of time while seeking a home. Their income is not included in the calculation of rent-geared-to-income.
- a **tenant** is defined as a person or persons who have signed a lease and enjoy all the rights and responsibilities of tenancy.
- an **occupant** is defined as a person or persons who live in a unit with the permission of BMNPHC 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.
2. Very frequent visitors may be asked to demonstrate that they have a principal address outside of BMNPHC.

Guests

1. Any tenant may invite guests into their unit for up to two weeks without gaining permission from BMNPHC.
2. If a tenant wishes a guest to stay for longer than two weeks, he or she must write to BMNPHC, stating the length of time the guest would like to stay.

The property manager 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-to term or
 - Staff or tenants have complained about the guest's behaviour and those complaints have been found to be valid.
3. At the end of the term, the property manager may check to ensure that the guest has left. Guests who wish to stay beyond the term may apply to become tenants immediately (see **Additions to Households that Receive RGI Subsidy**).
 4. If a guest continues to stay in the unit without BMNPHC's permission, BMNPHC will remove the household's rent subsidy with 90 days notice. The tenant has a 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 the term of the stay is over.
2. Persons wishing to join a household receiving RGI subsidy must apply to BMNPHC and submit proof of their income.

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:

- be a Canadian citizen, landed immigrant or refugee claimant and cannot be under deportation or departure order;
 - not be in arrears to a social housing provider in Ontario;
 - not be guilty of obtaining RGI subsidy wrongfully or of misrepresenting income within the last two years;
 - not own residential property unless they agree to sell their property within 180 days of moving in; and
 - not have aggregate household assets above \$50,000.00, which is the local limit set by the County of Simcoe.
3. If the newcomer is not eligible for RGI subsidy, BMNPHC will inform the tenant. BMNPHC may allow the newcomer to become a tenant or occupant but remove the household's subsidy with 90 days written notice.
 4. If the newcomer is eligible for RGI subsidy, then BMNPHC will allow him or her to become a tenant. The household, including the newcomer, will be required to sign a new lease.
 5. BMNPHC may also refuse to allow the newcomer to become a tenant on grounds permitted under Ontario Regulation 339/01 which include the following:
 - The newcomer has a rental history of non-payment of rent.
 - BMNPHC has reasonable grounds to believe that it is unreasonable for the household to reside in shared accommodation.
 - The physical characteristics of the unit do not suit the needs of the household.
 - 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 apply to evict the entire household.

Unreported Stays

BMNPHC may hear from a third party that a new person may be staying in the unit. In this case:

1. The property manager will contact the tenant and provide them with an opportunity to comment.
2. If it is established that 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 that there is another occupant or the situation is unclear, then the property manager will write a statement for the tenant's signature, denying there is an unreported guest.

BMNPHC staff may be aware of an unreported guest. In this case:

1. The property manager will contact the tenant and provide them with an opportunity to comment.
2. If it is established that 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 that there is another occupant or the situation is unclear, the Property Manager will make a decision based on the information and considering the tenant's comments. If it is decided to remove a tenant's subsidy, the tenant will be given a 90-day notice. The tenant will be given an opportunity to have the decision reviewed.

Additions to the Household in Market 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 allow the newcomer to stay without signing the lease as an occupant. This means that 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 moves out, the occupant must also move out.

Public Information

A copy of this policy shall be available at each BMNPHC site, and additional copies will be provided to each tenant who requests it. Any questions or clarifications should be forwarded to the Property Manager. The Property Manager will ensure the tenant is clear on the guest policy.



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GUEST & VISITOR FORM

Visitor – a person who visits the tenant, but whose principle address is outside of Barrie Municipal Non-Profit Housing.

Guest – a person who does not have another address but is staying with you for a limited period of time while seeking a home.

Tenant Name: _____ Address: _____

Name of visitor / guest: _____

The above named person is a guest _____ visitor _____ (check one)

For Visitors:

Length of visit _____ days. **Copy of 2 Pieces of I.D. Required**

Principle address of visitor _____

Does this visitor require a parking pass? _____ Make & Licence Plate _____

For Guests:

Length of stay _____ days (maximum 14 days)

Does the guest require a parking pass? _____ Make & Licence Plate _____

Note: If the stay extends beyond 14 days, the tenant must complete a new form before the initial 14 days are over for approval from Head Office.

I received a copy of the BMNPHC Guest Policy and I agree to abide by the rules set out in that policy.

Tenant Signature

Date