

GUEST POLICY

Definitions

Visitors: Persons who visit a tenant occasionally, but whose principal address not at Norton Lake.

Guests: Persons who do not have another address but are staying with a tenant for a definitive limited time, but no more than 14 days. After the 14 days, Tenants may request the Guest status may be changed to Occupant.

Occupants: Persons who live in a unit with the permission of the management and the original tenant, but do not have any right to remain in the unit after the original tenant moves out:

Tenants: Persons who have signed the Tenancy Agreement.

The Guest Policy applies to all Norton Lake residents and is designed to:

- enable tenants to have live-in guests for up to 14 days
- ensure both PHSS and tenants comply with provincial laws and regulations
- ensure all tenants, including those who join the household, follow all related rules and regulations as other Norton Lake tenants
- ensure all tenants are treated equitably while complying with the terms of the Tenancy Agreement as well as provincial and municipal regulations.

Visitors

Visitors may come to the unit as frequently as the tenant invites them. Very frequent visitors may be asked to demonstrate they have a principal address outside Norton Lake building.

Guests

- Tenants may invite guests into their unit for up to a 14 day stay.
- If a tenant wishes a guest to stay for longer than 14 days, the tenant must apply in writing to PHSS office, stating the length of time the guest is planning to stay in the unit.
 - The Management, after consideration, may grant a request from the tenant and will confirm in writing the length of the guest's stay permitted, or
 - The Management may refuse the request if:
 - it appears 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 behavior, and those complaints have been found valid.
- At the end of the term, the management may inspect the unit to ensure the guest has left. Guests who wish to stay beyond the term may apply to become tenants or occupants.
- At all times, tenants are responsible for the actions of their guests.

- 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 will be considered as trespassers on private property and dealt with in accordance with the related legislations.

Unreported stays

PHSS may receive information from a third party that an unauthorized person may be staying in the unit. In this case:

- The management will contact the tenant in writing and request clarification.
- If it is established there is an unauthorized 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).
- If the tenant denies there is another occupant, or the situation is unclear, then the management will prepare a statement to be signed by the tenant, confirming their denial of the original allegations. Depending on circumstance the management may proceed with the appropriate action.

Additions to the Household in Market Rent Units

1. Tenants must report any new occupants in the unit within 14 days of their moving in.
2. It is the decision of the market tenant as to whether they wish the guest to apply for tenancy rights to the unit. In order for a guest to become a tenant and be added to the Tenancy Agreement, the tenant and the guest(s) must make a written request to the management.
3. The management will normally grant permission for the new occupant to become a tenant, and will prepare a new Tenancy Agreement for signature.
4. The management may refuse to grant tenancy if the new occupant would not have been accepted had they been a member of the original household (i.e. the occupant has a record of illegal activities, damages, arrears, or disturbance to others). In this case, the office may allow the new occupant to stay without signing the Tenancy Agreement as an Occupant. This means the original tenant would continue to be solely responsible for the rent and tenancy. The tenant would also be responsible for the behavior of the occupant. When the original tenant vacates the unit, the occupant will be also required to vacate at the same time.

In all cases, tenants receiving rental assistance must follow the Region of Peel' reporting requirements for visitors, any change in income, or family composition.