

## Visitor and Guest Policy

**Policy Number:** PSHC-005A

**Date Approved:** September 10, 2019

**Date Effective:** September 10, 2019

**Date Amended:** Not Applicable

**Procedure Number:** PSHC-005B

### 1. Background

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The Perth and Stratford Housing Corporation (PSHC) recognizes that tenants will have, from time to time, guests stay with them in their homes. These might include out-of-town guests, or individuals with whom tenants have personal relationships but who are not a part of their household. This policy balances tenants' rights to invite visitors and guests into their homes with PSHC's legislative requirement to assess household eligibility for housing.

The purpose of this policy is to ensure that:

- Tenants and the PSHC comply with provincial laws and regulations;
- Rent subsidies are based on the true household income, including anyone who has moved into the unit;
- All tenants, including those who join the household, are subject to the same rules as other tenants in the PSHC;
- Subsidies are available to households that qualify; and
- Residential units are not improperly transferred or sublet.

This policy applies to all PSHC households.

### 2. Policy

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Tenants may have visitors and guests in their homes.

**2.1.** Visitors may come to the rental unit as often as the tenant invites them.

Frequent visitors may be asked by the PSHC to prove they have a home address outside of the rental unit they are visiting. Tenants are responsible for telling all visitors about this rule.

- 2.2. A tenant may have guests stay in their home for no more than 60 consecutive days or 90 days in a 12-month period. This applies to any individuals who stay in the tenant's home.
- 2.3. If there are extenuating circumstances (as defined in Visitor and Guest Policy Procedures PSHC-005B), guests may stay in the home longer pending approval by the PSHC.
- 2.4. Live-in Caregivers are not covered by the scope of this policy. If a member of a household requires a Live-in Caregiver the tenant should complete a *Request for Accommodation Form* and a *Medical Verification Form* that provides a recommendation from a medical practitioner or care agency.
- 2.5. The PSHC recognizes that tenants cannot be solely responsible for the actions and behaviours of anyone they invite onto their rental property as visitors and guests. However, tenants should be aware that negative actions and behaviours by their visitors and guests may have significant consequences for their tenancy.

### 3. Definitions

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**Tenants:** persons who are identified on the lease as tenants and have signed the lease. As leaseholders they have all rights and responsibilities related to the tenancy.

**Guests:** persons who require temporary accommodation with a tenant. Guests do sleep in the tenant's unit but only within the allowed timeframe described in this policy. Guests are not part of the tenant's household and their income is not included in the calculation of the tenant's rent-gear-to-income subsidy, if applicable. Guests maintain a home address outside the tenant's rental unit.

**Live-in Caregivers:** persons who provide support services due to a household member's disability or medical condition. They are not considered tenants, visitors, or guests.

**Occupant (for market rent tenancies):** a person who has been added to a market household, with PSHC's consent, but has not signed onto the lease as a co-tenant; or an undeclared person who is living in a market rent unit together with the tenant. Regardless of whether an individual is listed on the lease as an occupant or not, they have no right to live in the tenant's unit once the tenant moves out.

**Occupant (for RGI tenancies):** a person who is a declared member of an RGI household, who has been added to the household with the PSHC's consent, but who has not signed a lease with PSHC. An occupant has no right to live in the tenant's unit once the tenant moves out.

**Unauthorized Occupant (for RGI tenancies):** a person who is not a tenant but who lives in an RGI unit as their principal place of residence without the knowledge or consent of the PSHC. At the request of a tenant, an unauthorized occupant may be

added to the household as an occupant if they qualify for RGI subsidy. Income of occupants is included in the overall household income for RGI rent calculation purposes. Even if an individual is listed on the lease as an occupant, they have no right to live in the tenant's unit once the tenant moves out.

**Visitors:** persons who visit a tenant and do not require temporary accommodation. Visitors do not sleep in the tenant's unit. Visitors are not part of the tenant's household and maintain a home address outside the tenant's unit.

## **4. Legislative Authority**

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*Housing Services Act, 2011*

*Residential Tenancies Act, 2006*

*Trespass to Property Act, 1990*

## **5. Other Relevant Policies**

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PSHC-004 Human Rights and Accommodation Policy

## **6. Attachments**

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Procedures for Visitor and Guest Policy (PSHC-005B)