



Aldersgate Homes Inc.
Administrative Policies and Procedures
Section 1 – Residents

SUBJECT: Guest Policy & Procedures		
APPROVED BY: Aldersgate Homes Inc. Board of Directors		
POLICY #: 1.15		
ORIGINAL ISSUED	DATE REVIEWED OR REVISED	CURRENT VERSION
March 31, 2003		

The Administrator and Tenant Selection Committee of the Board of Directors, if needed, will address Guest policy issues.

Mandate:

1. The Guest Policy applies to all Aldersgate Homes Inc. tenants. It is designed to:
 - Enable tenants to have live-in guests for up to two weeks
 - Ensure both Aldersgate Homes Inc. and tenants 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 in the building.
 - Ensure the age mandate is protected, specifically for seniors aged 65 years and over

Visitors:

2. Visitors may come to the unit as frequently as the tenant invites them. Very frequent visitors may be asked to demonstrate they have principal address outside the non-profit.

Guests:

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

The Administrator will confirm permission granted in writing and will confirm the length of stay permitted.

The Administrator 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
 - The guest does not have a permanent address
 - Staff or tenants have complained about the guest's behaviour, and those complaints have been found valid.
3. At the end of the term, the Administrator will check to ensure the guest has left. Guests who wish to stay beyond the term may apply to become tenants and if accepted, have their name added to the lease provided that:
 - The applicant meets the age criteria
 - The applicant does not have a rental history of non-payment of rent
 - Aldersgate has reasonable grounds to believe that the shared accommodation would be appropriate.
 4. If a guest continues to stay in the unit without the Administrator's permission, the tenant will be given 90 days notice that their rent will be increased to the market value. If the guest insists on staying, then Aldersgate may evict the entire household. The tenant has the 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 their unit, the guest must also move out. Any guests staying in the unit after the lease-holding tenant moves out will be removed.

Unreported Stays:

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

3. The Administrator will contact the tenant for clarification. The Administrator may require the tenant to sign a statement confirming the situation.
4. If it is established there is a new person living in the unit the occupant must apply to become a tenant providing they meet the above criteria as determined by the Administrator.

Responsibility:

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

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