



## HFS Guest Policy 175 Vaughan Road

Homes First Society recognizes that from time to time tenants may have guests who stay with them in their homes for a number of days at a time. These might include out of town guests, or persons who tenants have personal relationships with and are not part of their households. This policy explains the way Homes First Society will manage visitors and guests.

### DEFINITIONS:

- Visitors:** Visitors are persons who visit a tenant and do not require temporary accommodation with the tenant (visitors do not sleep in the tenant's unit). Visitors are not part of the tenant's household. Visitors maintain a home address outside Homes First.
- Guests:** Persons who stay with the tenant for a limited time. Guests are not part of the tenant's household. Guests maintain a home address outside Homes First.
- Tenants:** Persons who have signed a Tenancy/Lease Agreement with Homes First Society and enjoy all the rights and responsibilities of tenancy.

### VISITORS:

Visitors may come to the unit as the tenant invites them. Frequent visitors may be asked for proof that they have a principal address outside Homes First buildings.

### GUESTS:

Any tenant may invite guests into their unit for up a five (5) days stay without having to obtain management's permission. We understand that some tenants may have relatives from out of town that they may want to stay longer than 5 days. If a tenant wishes a guest to stay for longer than 5 days, he or she must apply in writing to Homes First, Housing Manager in advance, stating the length of time the guest plans to stay in the unit. The Housing Manager, after consideration, may grant such a request and will confirm the permitted length of stay in writing. The Housing Manager may refuse the request if:

- There are indications that the guest does not intend, or has no prospects of, moving at the end of the agreed-to term; or
- Staff or other tenants have complained about the guest's behavior, and those complaints have been found valid; or

- The guest(s)' stay would result in non-compliance with Occupancy Standards under the *Toronto Municipal Code Property Standard (3)*.

(3 CHAPTER 629-25, Occupancy Standards, Toronto Municipal Code Property Standard: "The maximum number of persons living in a habitable room shall not exceed one person for each nine square meters (96.8 sq. ft.) of habitable room floor area." "The minimum floor area of a room used by two or more persons for sleeping shall be four square meters (43 sq. ft.) for each person using the room")

If a guest continues to stay in the unit beyond the agreed -to term or without Homes First Society management's permission, Homes First, as the housing provider may consider that the household has ceased to qualify for rent subsidy. A 90 days' Notice of Decision setting the rent to the current market value will be sent to the tenant. The tenant has the right to ask for a review of this decision.

**Tenants are responsible for the actions of their guests at all times.**

- Guests and visitors should not be left unattended at any time.
- Guests and visitors are not permitted to use Homes First facilities while unattended or to roam around the premises unaccompanied.
- Guests and visitors are **not** permitted to use keys, access cards, fobs, elevators keys to enter or exit Homes First buildings and units.
- Unattended guests and /or visitors may be considered trespassers under the *Trespass to Property Act*.
- When staff or other tenants have complained about the guest's behavior, and those complaints have been found valid, Homes First as the housing provider may act under the *Trespass to Property Act* and any other relevant legislation.

**UNREPORTED STAYS:**

Homes First may receive information from a third party that an unauthorized person may be staying in the unit. In such cases:

1. Homes First staff will contact the tenant and request clarification.
2. If it is established there is an unauthorized person living in the unit (i.e. a person who has no other address, has been observed to be in the unit very often, or has no plans or prospects of moving out etc.).
3. 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 the circumstances, the management may proceed with the appropriate action.

I, \_\_\_\_\_, a resident of Homes First Society, have read, understand, and agree to abide by the HFS Guest Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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- Created on June 6, 2015.
  - Updated and approved by HFS Management Team on June 5, 2019.
  - This Policy applies to all Homes First housing.