



## GUEST POLICY

A Guest Policy contains written processes and procedures that govern the temporary accommodation of guests. The Housing Services Act (HSA) requires housing providers to have a Guest Policy. Although the Co-op is not required to establish a Guest Policy for market rent units, it is a good business practice to have a Guest Policy for these units as well.

The following are steps that Members would need to follow;

1. Primary member of the household must inform the co-op office within 30 days from the time the guest has arrived to the co-op.
2. Notice must be in writing stating the name of the individual(s) and the length of stay in the unit.
3. A form/application will need to be filled out. A written request can be accepted if no forms are in place.
4. The information will need to be presented to the Board for review and approval
5. The board has the discretion to determine the length of stay, minimum 3 months (*short term*), not exceeding 12 months (*long term*).
6. Should the household be a RGI unit, income of the guest(s) over the age of 16 must be taken into consideration after the 3<sup>rd</sup> month period that the guest has resided in the unit

*(or as stated in your By-law)*. Co-op staff will request all supporting documents and determine if there will be a change of housing charge/rent and the effective date. If a housing charge/rent change occurs, a notice will be sent to the household in writing.

7. Once the term has ended, the guest may request an extension to the board by submitting its request in written and presented to the board for review and approval
8. Once the guest has resided in the unit for a period of 12 months, it may request for membership. The guest would meet with the membership committee for an interview and then present the information to the board for an approval. All decision made by the board will be submitted to the applicant/guest in writing.
9. The board would also have the discretion to terminate any agreement made to the length of stay if the guest is not following the Co-op's By-Law and Policies.

***Presented and Approved by the Board of Directors on \_\_\_\_\_, 2016***

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President

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Corporate Secretary