



Guests in Subsidized Households

The ***Housing Services Act (HSA)*** states that a housing provider shall establish rules for the temporary accommodation of guests in subsidized households. **Tenants** are persons who have signed a Lease and enjoy all the rights and responsibilities of tenancy. **Guests** are persons who are visiting the tenant for a limited period of time. **Occupants** are persons who may live in a unit with the permission of CCOC and the original tenant, but are not leaseholders and do not have any right to remain in the unit after the original tenant moves out.

1. Tenants are responsible for the behavior of their guests and occupants.
2. CCOC tenants may have guests for **up to 30 consecutive days** without informing CCOC.
3. If a tenant wishes a guest to stay longer than 30 days, they must request an extension in writing before the 30th day and state the length of time the guest would like to stay. The Rental Director will make a decision to extend the stay or not and will confirm in writing the length of stay permitted.
4. At the end of the term, CCOC will follow-up to verify that the guest has left.
5. Repeated use of the guest policy by individual tenants will be closely monitored to prevent abuse.
6. If a tenant has a guest stay in the unit beyond the agreed upon term without CCOC's permission, the tenant's rent subsidy will be withdrawn with a 90 day notice and the tenant will be responsible for paying the full market rent for the unit.
7. Under the ***Housing Services Act, 2011*** the tenant has the right to request an internal review of the decision to remove the rent subsidy.
8. Should the tenant move out of the unit, the guest must also move out.

Note: If a subsidized tenant allows a person to live in the unit without informing CCOC they can lose their subsidy and/or be taken to the Ontario Rental Housing Tribunal for early termination of their Lease on the basis of "failure to qualify" or "misrepresentation".

Background

Provincial regulations require non-profits to have a Guest Policy. The purpose of this policy is to ensure a number of goals are maintained:

- To balance the non-profit's duty to know who is living in the unit with the tenants' right to have guests.
- To ensure all leaseholders are responsible for the actions of their invited guests, as well as any damages or willful acts caused by their guests.
- To ensure subsidies are based on the true household income.
- To prevent "queue jumping" for subsidized housing.
- To prevent ineligible persons from moving in.
- To make tenants aware that their guest has no rights to occupy the unit independently of the original household.