

**Lambton County Community Services  
Housing Services Department  
Operations Policy and Procedure Manual**

SUBJECT: Guest Policy		INDEX NO.: 2.006
EFFECTIVE: 1/10/01	APPROVED: 27/03/03	REVISED: 03/23/06

**Policy:**

The Housing Services Department must ensure that only those persons described in the Lease, or authorized in writing, reside permanently in units managed and administered by the County of Lambton.

If guest(s) are visiting longer than one week, a request from the tenant to seek approval from the Property Manager is required.

The Property Manager will determine if the guest is a genuine visitor or a secondary tenant.

A secondary tenant is a resident of the unit who is described in the Lease, has signed the lease if sixteen years of age or older and whose income has been considered in the rent-geared-to-income calculation.

The following procedure is used when it is determined a guest(s) has/have been visiting longer than a week with no approval from the Property Manager and has not been declared as a secondary tenant.

**Procedure:**

Before taking any action staff should obtain evidence that non-approved persons are staying in a unit for more than a week. Evidence could include proof of:

- receiving mail at the tenant's address;
- receiving income assistance using the tenant's address;
- listing the address for the purpose of voting, car registry, driver permit registry, employment or credit;
- police investigations/reports.

When it is revealed persons are staying in a unit without approval staff must contact the tenant(s) immediately and advise that:

- any unauthorized person living in the unit must leave or make application to become a secondary tenant within 24 hours;

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- the tenancy is now in jeopardy.

Applications received from persons who are identified as already living in an existing unit and applying to reside in the existing unit will be processed immediately. If the applicant is determined eligible for Rent-Geared-to-Income assistance they will be immediately added to the household, rent will be recalculated and a new lease signed by all primary and secondary tenants. The Rent and Lease will be retroactive to the date the visitor moved-in.

If the applicant is determined not eligible the tenant will be notified immediately and advised that

- the unauthorized person living in the unit must leave within 24 hours of receipt of the notice;
- the tenancy lease is now in jeopardy.

If the unauthorized person living in the unit fails to leave or make application to become a secondary tenant or is not eligible to become a secondary tenant the household will be given Notice that they cease to be eligible for rent-geared-to-income assistance the month immediately following the 90<sup>th</sup> day after the date the household is given written notice that the household has ceased to be eligible for RGI assistance.

Further, a Notice under the Tenant Protection Act for Early Termination of Tenancy will also be issued.....,