

# **Lois Miller Co-op - Occupancy By-law**

**Guest Policy - October 2005**

## **Casual Guests**

- (a) Members can have only a reasonable number of guests at any one time.
- (b) If a guest will be present for more than 2 weeks, the host member must inform the Board and staff by completing a Guest Request form indicating the length of stay so that it can be determined if a new income verification is necessary. If it is deemed that the guest has "moved in" based on the Co-op's housing supplement requirements, a new income verification is required for the household. In this case, the guest will be required to complete Co-op's application and approval process.
- (c) The board normally allows a single visit to last 2 weeks. When the board gives permission for any visit it sets the time limit for the visit. In cases of hardship, or special circumstances, the board may allow a household the right to have a guest for a longer period of time. This circumstance will not allow the guest to circumvent Kingston Housing Registry's waiting list for the co-operative where applicable.

## **Co-op Guest Policy - Definition and Behaviour**

1. A guest is a non-member who is residing or visiting with a Co-op member.
2. Guests are required to follow the same policies and rules of conduct as Co-op members.
3. If a guest will be present for more than 2 weeks, the host member must inform the Board and staff by completing a Guest Request form indicating the length of stay so that it can be determined if a new income verification is necessary. If it is deemed that the guest has "moved in" based on the Co-op's housing supplement requirements, a new income verification is required for the household. In this case, the guest will be required to complete Co-op's application and approval process.
4. Members with housing supplements must check with the staff for housing supplement rules regarding guests (Lois Miller Co-operative Bylaws and procedures, Canada Mortgage and Housing Corporation or City of Kingston operating agreement requirements).
5. If a guest is seen to be present longer than 2 weeks, without previous approval from the Co-op, it may be deemed that the host is violating the guest policy. This can result in housing subsidies being withdrawn.
6. Manipulation or disregard of this policy will result in a warning notice to the host member. A second violation will be referred to the Board of Directors recommending subsidy withdrawal.
7. The host member of the Co-op is responsible for her/his guest(s)' behaviour, and will be held accountable for any occupancy by-law violations committed by the guest.

**Lois Miller Co-operative Homes Inc.  
Guest Request Form**

---

**Date:**

**Member request by:**

**My Guest(s) are:**

**They will be staying with me for the following period:**

**They will need a parking space: Yes / No**

**Type, colour and license plate of my guest's vehicle:**

**Other Comments:**

**Signed by:** \_\_\_\_\_

**Apt No. \_\_\_\_\_ at \_\_\_\_\_ Guthrie Drive**