

Housing Authority of McDonough County
Application for an Exemption to Guest Policy

Who is the Head of Household? _____
Last First

Unit Address _____
Street City

Cell/Home Phone: _____ Work Phone: _____ Email Address: _____

List all person(s) who you are asking to exempt from the Guest Policy. All guests will be required to provide documentation of their current address (i.e. current bill).

Legal Name	Sex	Current Address to which guest will return.	Age	Your Relationship

What is the purpose for the request? _____

What dates are you requesting? _____

I agree to accept full responsibility for the conduct of my visitors and guests, inside my home as well as anywhere on or near Housing Authority of McDonough County premises [24 CFR 966.4(d)]. I further promise to abide with the terms provided by the HAMC in regard to the dates and terms of the exemption.

Head of Household _____ Dated: _____

Approved/Denied: _____ Dated: _____
Name Title

Reason for Denial: _____
 If your request is denied, you have the right to dispute this action by requesting an Informal Review within ten (10) calendar days of the date of the denial. You are in violation of your Dwelling Lease if you provide overnight accommodations beyond fourteen(14) days to the person(s) you are requesting an exemption.

Housing Authority of McDonough County

Guest and Visitor Policy

Hosting of household guests will be permitted for a total of no more than fourteen (14) cumulative days each leased year. To request an exemption from this policy to provide overnight accommodations in excess of fourteen (14) cumulative days each year, the Head of Household must apply for an "Exemption to the Guest Policy".

The following is the policy on guest and visitors from the Housing Authority's Admission and Continued Occupancy Policy.

A *guest* is defined as a person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant.

The lease must provide that the tenant has the right to exclusive use and occupancy of the leased unit by the members of the household authorized to reside in the unit in accordance with the lease, including reasonable accommodation of their guests [24 CFR 966.4(d)]. The head of household is responsible for the conduct of visitors and guests, inside the unit as well as anywhere on or near PHA premises [24 CFR 966.4(f)].

PHA Policy

A resident family must notify the Housing Authority when overnight guests will be staying in the unit for more than 3 days. Hosting of household guests will be permitted for a total of no more than fourteen (14) cumulative days each leased year.

A family may request an exception to this policy for valid reasons (e.g., care of a relative recovering from a medical procedure expected to last 20 consecutive days). **An exception will not be made unless the family can identify and provide documentation of the residence to which the guest will return.**

Children who are subject to a joint custody arrangement or for whom a family has visitation privileges, that are not included as a family member because they live outside of the public housing unit more than 50 percent of the time, are not subject to the time limitations of guests as described above.

A resident family must not give accommodation to boarders or lodgers, which is defined as persons who have no other residence or who are homeless. Former residents who have been evicted are not permitted as overnight guests.

Guests who represent the unit address as their residence address for receipt of benefits or other purposes will be considered unauthorized occupants. In addition, guests who remain in the unit beyond the allowable time limit will be considered unauthorized occupants, and their presence constitutes violation of the lease.