

POLICY GOVERNING HOUSE RULES ON GUESTS ALGOMA HOUSING AUTHORITY

BE IT RESOLVED by the City of Algoma Housing Authority that the Board of Commissioners of said Housing Authority adopt the POLICY GOVERNING HOUSE RULES ON GUESTS for Grandview Terrace Apartments.

BE IT RESOLVED that any tenants who have guests are required to comply with the following rules. Failure to comply with any of these rules is a lease violation and may result in termination of your lease.

- 1. Guest registration.** Residents must inform Management in writing of any overnight guests. Guest registration forms are available in the office or in the mail area. If the length of stay is more than 2 nights, guest must bring in some form of identification to the office, such as state ID or driver's license before an overnight stay.
- 2. Residents responsible for guests.** Residents are responsible for the conduct of their guests. If a guest creates any nuisance or disturbs other residents at the site, and the resident is notified of the disturbance, the guest will be required to leave the site immediately if the disturbance continues. Residents are also responsible for any damage to the unit, common areas, or site premises caused by their guests. Guests should be coming and going during reasonable hours, as not to disturb the peaceful environment of the neighbors.
- 3. Proof of residence.** If management suspects that a guest has moved into a resident's unit, management has the right to demand proof that the guest doesn't live at the site. Acceptable proof includes leases, current utility bills, pay stubs, bank statements, car registration, mortgage coupon or house deeds. The following proof will not be accepted: driver's license, phone book listing, tax returns, or any other documents which may contain out-of-date information.
- 4. Limits on stays.** No guests may stay overnight at the site more than 30 days in a 365-day period. To stay longer the guest must apply and qualify for residence at the site. If a guest who applies for residence meets the site's eligibility and selection criteria, the household must recertify with the guest as a new member of the household. The guest will then be considered a member of the household, and the rent will be adjusted accordingly.
- 5. Guest Charge.** An additional \$25.00 charge per month for added wear and tear and added utilities will be charged for each person staying more than 10 days as a guest, in a one-month period.

ADOPTED: December 19, 2001, Resolution 01-244

REVISED: July 13, 2005

REVIEWED: November 12, 2014

REVISED: July 12, 2016, Resolution 16-291

REVISED: August 14, 2019, Resolution 19-305

Guest Registration

Grand View Terrace Apartments

TENANT IS RESPONSIBLE TO REPORT ALL OVERNIGHT GUESTS.

REGISTRATION MUST BE COMPLETED IN FULL AND TURNED INTO OFFICE
FOR PRIOR APPROVAL.

Tenant: _____ Apt # _____

Guest Name(s) _____

Complete Address: _____

Proposed length of stay _____ days. Dates Staying: From _____ to _____

Overnight parking of guest:

Vehicle make and model _____ License plate # _____

Tenant is responsible for the conduct of their guest(s). Please refer to your policy manual.

FEES

1-2 days:	No ID	No Charge
3-10 days:	ID	No Charge
11-30 days:	ID	\$25

Guests 18 or older must bring in a government issued ID or Driver's License

Office use only: Guest approved _____ Guest denied _____

Reason for denial _____
