

Mimico
Co-operative Homes Inc.

Board Policy No. 15

Long Term Guest Policy

Approved by the Board
Of Directors on
March 23, 2016

TABLE OF CONTENT

1. Purpose of Policy	3
2. Casual Guest	3
3. Long Term Guest	3
4. Additional for receiving RGI	4
5. Additional for Market & RGI Units	4
6. Long Term Guest Agreement	5

Long Term Guest Policy

1. Purpose

The purpose of this policy is to set out guidelines and procedures for the temporary accommodation of guests.

2. Casual Guest

The household may have a reasonable number of guests living in their unit for up to three months in one calendar year without approval from the co-op. This is considered a casual guest.

3. Long Term Guest

1. The household can make a written request by completing the Long Term Guest form to the board of directors to approve someone as a long term guest.
2. All co-op members in the household must sign the Long Term Guest request form.
3. The proposed Long Term Guest must sign the request.
4. The member and long term guest must provide any other information requested by the co-op.
5. The board may choose to approve a long term guest for a fixed period, a maximum period or for an indefinite period of time. The length of time must be clearly stated in the board's approval.
6. At the end of the period, the manager will check to ensure the guest has left. Households who wish their guest to stay beyond the approved period may apply for an extension in writing.

7. All members in the household and their guest must sign and comply with the Long Term Guest Agreement.
8. The board of directors must give written notice to members of the household and their guest of any meeting to discuss cancelling their guest status and its decision.

4. Additional to household that receives RGI

1. The person joining the RGI household must be eligible to receive RGI assistance in order for the household to continue receiving subsidy.
2. The income of the long term guest will be included in the household income when housing charge subsidy is calculated.

5. Additional to Market & RGI households

1. The household must report any new occupancy in the unit with 10 business days.
2. It is the decision of the members of the household if they wish for their guest to apply for membership rights to the unit.
3. At all times, the members are responsible for any disturbance or damages to Co-op property by their guest. The board of directors can cancel a long term guest status or change the terms of the long term guest status at any time.
4. Should the household decide to vacate the co-op while their guest is still living with them, the guest must also move out.

Passed by the Board of Directors of Mimico Co-operative Homes Inc. at a meeting duly held March 23, 2016.



President

c/s

MIMICO CO-OPERATIVE HOMES INC.

Schedule B: Long-term Guest Agreement

All members and the long-term guest must sign.

Names of members: _____

Names of long-term guest: _____

Unit address: _____

Start date: _____

End date: _____

Terms of agreement:

1. The co-op agrees that the long-term guest can live in the member's unit as a part of the member's household starting on the Start Date stated in this agreement. If a date is filled in for the End Date, the long-term guest agrees to leave the member's unit on or before the End Date. The long-term guest must have written permission from the co-op and the member to stay longer.
2. The member is still responsible to the co-op for all housing charges and all the member's obligations to the co-op.
3. The long-term guest agrees not to break any of the terms of the member's Occupancy Agreement or any co-op by-laws.
4. The long-term guest acknowledges that the co-op only allows members and their households to occupy co-op units. The long-term guest acknowledges that being a long-term guest does not give the member a right to the unit or any other unit or position on the co-op's internal or external waiting lists.

5. The long-term guest agrees to leave the member's unit if the member or the co-op requests it. The long-term guest will be entitled to written notice to leave the unit.
6. The long-term guest must immediately leave the unit when the member's occupancy rights end.
7. The long-term guest acknowledges that the unit is a member unit under the *Co-operative Corporations Act* and that the long-term guest is not a tenant under the *Residential Tenancies Act*.
8. The member and the long-term guest acknowledge and understand that the long-term guest cannot pay anything to the member, such as key money, and the only payment permitted is a fair share of the housing charges. Any other payment is against the law.
9. The long-term guest agrees that the co-op, through its employees or agents, can receive credit information about the long-term guest from any credit agency or other source.

Signatures:

Date: _____
Print name of member:

Date: _____
Print name of member:

Date: _____
Print name of member:

Date: _____
Print name of long-term guest:

Date: _____
Print name of long-term guest:

Signature: Mimico Co-operative Homes Incorporated

Date: _____ By: _____

Print name:
Title: