

MODEL POLICY

Adopt House Rules Regarding Guests

Here are model house rules you can adapt and use at your site. Be sure to show them to your attorney before attaching them to your lease. Also, bear in the mind that if you adopt these house rules after a resident has signed the lease, you must give the resident at least 30 days' notice of the new rules before you can enforce them.

HOUSE RULES: GUESTS

Residents 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 the name, address, and proposed length of stay of all guests who stay overnight at the site more than *[insert #]* times in a *[insert #]*-day period.
- 2. Residents responsible for guests.** Residents are responsible for the conduct of their guests. If a guest creates any nuisance or otherwise disturbs other residents at the site, he or she will be required to leave the site immediately. Residents are also responsible for any damages to the unit, common areas, or other site premises caused by their guests.
- 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 does not live at the site. Acceptable proof includes a lease, current utility bills, pay stubs, bank statements, car registration, mortgage coupons, or house deeds. The following proof will *not* be accepted: driver's license, phone book listing, tax returns, or any other document that may contain out-of-date information.
- 4. Limits on stays.** No guest may stay overnight at the site more than *[insert #]* days in a *[insert #]*-day period. To stay longer, the guest must apply and qualify for residence at the site. If the 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.