



**GUEST POLICY**  
**THIS POLICY WILL TAKE EFFECT ON JUNE 1, 2022**  
**NO GUESTS ARE ALLOWED IN THE BUILDING PRIOR TO THAT DATE**

At move-in, Resident provides staff with a list of people that they are authorizing to visit them in their home. This list will be kept at front desk. All “new” visitors—guests who are coming to the building for the first time—will be added to Resident’s approved visitor list at least 24 hours in advance of their first visit. This is true for daytime and overnight guests, for the first visit only. If a guest is not on the approved guest list for the Resident, they will not be allowed to visit inside the building.

New visitors may be added to the authorized visitor list by the Program Director, Program Manager, or Case Manager during regular business hours.

All visitors under the age of 18, both for daytime and overnight visits, need to be approved by Program Director, Program Manager, or Case Manager. A daytime visit with a guest who is under the age of 18 cannot be changed to an overnight visit without prior approval of the Program Director, Program Manager, or Case Manager.

Residents must check their guest in and out upon each visit. Daytime visitors must check out before 10 p.m.

All guests must check in at the front desk and present photo ID upon first check in and registration. A copy of their picture ID will be kept on file for future visits. If a guest does not have a picture ID, they will have the option of having their picture taken by staff. If the guest declines having their picture taken and they do not have picture ID, visits must take place off the premises.

Guests must comply with the parking policy set forth in the lease.

Residents will be notified by the front desk of their guests and must meet their guests at the front desk.

Residents will accompany their guests at all times. Unaccompanied guests in the building or on the property will be asked to leave.

No guest will be permitted to stay in the building, including within a Resident’s apartment, unless accompanied by the Resident.

Residents are fully responsible for the actions and behavior of their guests and liable for any damage the guest may cause anywhere in the building or grounds. Resident’s guests are required to observe the House Rules, including the tenets of the Good Neighbor Agreement:

No loitering in the neighborhood.

No yelling or fighting on the sidewalks, parking lots, or other areas.

No interfering with neighbors, store vendors, street cleaners, or emergency responders.

No purchase or selling of drugs or drug paraphernalia, including unsanctioned cigarette or alcohol sales.

No behavior that disrupts the rights and comforts of persons living, working or visiting the area.

Resident Initials: \_\_\_\_\_



Belligerent, disruptive or unruly guest will be asked to leave.

Guests are only allowed in the apartment of the Resident they are signed in to visit.

Weapons (including any items intended for use as a weapon) and firearms are not permitted.

Management reserves the right to bar non-compliant guests and visitors who present a risk to the safety and well-being of residents and staff from entering the building at any time.

Overnight Guests: The following are rules and expectations of overnight guests:

- A guest is considered an “overnight” guest if they remain in the building during the quiet hours of 10:00 p.m. to 8:00 a.m.
- Any daytime guest who stays past 10 p.m. must be signed in as an overnight guest.
- Residents are limited to a total of two overnight guests at one time.
- Overnight guests who are staying multiple consecutive nights must sign in each night they are staying in the building to ensure an accurate record of who is on the property.
- No one guest may stay in the building (as the guest of one or multiple Residents) for more than a total of 10 overnight stays, consecutive or non-consecutive, within a one-month period.
- Resident may submit a written request of special consideration for extended overnight guests to management. Each request will be considered on a case-by case basis.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Initials: \_\_\_\_\_

