

## Procedure on Visitors and Guests

### **1.00 General**

1. New Boston Property Management residents are permitted to have visitors stay overnight in their apartments in accordance with the policy stated in the Admissions and Continued Occupancy Policy and this procedure.
2. Overnight visitors must park any vehicles in visitor parking spaces, if designated.
3. Generally, persons who have no previous history of negative behavior on Management premises that would be a lease violation are permitted as visitors.

### **1.01 Visits in PHA-owned Properties**

1. Whenever a resident wants a visitor to stay five (5) consecutive days or longer, he/she must register the visitor with the Manager by filling out a form that gives the Manager key information about the visitor and permission to run a criminal history check on the visitor. If the visitor causes any trouble on the property, he/she may be asked to leave immediately.
2. Management may or may not run criminal history checks on visitors who cause no problems and who do not overstay the 5 day limit.
3. To protect residents and staff, visitors who have engaged in drug related criminal activity or criminal activity that is a threat to the life, safety or property of other residents, staff or neighbors of the property will not be permitted to visit on Management property at any time. Criminal Trespass Notices may be issued if the need arises.
4. The maximum time that any one guest can visit overnight is 30 days in any twelve month period, in increments of less than 5 days without written permission or 30 consecutive days with written permission from Management for an extension.
5. The 30 day maximum need not be consecutive.
6. Visits of more than 30 calendar days (extension) shall be authorized in writing by the Manager only with advance documentation of extenuating circumstances.
  - a. Resident makes written request<sup>1</sup> for extension of visit longer than 30 days to manager;
  - b. Request explains why an extension is requested (e.g. parent who has custody of his children for the “summer vacation” wants to have them with him during the entire period, or an active duty military member is on leave visiting his/her family);
  - c. If the extension is not requested as described here, the resident must either remove the guest from the unit or request permission to add the guest to the lease.
  - d. The Authority will not unreasonably deny an extension.
7. Visitors remaining beyond any period approved by the Manager shall be considered unauthorized occupants and the head of the household shall be guilty of a breach of the lease.
8. Roomers and lodgers shall not be permitted to move in with any family. Violation of this provision is ground for termination of the lease.

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<sup>1</sup> Or other method selected by a resident with a disability

9. Residents will not be given permission to allow a former resident who has been terminated, evicted, or owes a debt to the Management to occupy the apartment for any period of time. Violation of this requirement is ground for termination of the lease.
10. Residents are responsible for the conduct of their visitors. Visitors who engage behavior that violates the lease, such as activity that threatens the peaceful enjoyment of the premises by other residents or in drug related or violent criminal activity subject the resident to lease termination and eviction.