

Guest Policy Revision #2
Stevens Point Housing Authority (SPHA)
Lease Addendum No. 11
Resolution 25-06

GUEST POLICY REVISION #2

Rules Regarding Guests, Visitors, Live-ins, and Adding Persons to Your Lease:

1. **Authorized Occupants:** Only those named in your Dwelling Lease may permanently occupy your unit.
2. **Guest:** A guest is present on the property or in your apartment visiting a tenant in your household.
3. **Temporary Guest Stay:** The Stevens Point Housing Authority (SPHA) considers a guest present on the property or in your apartment for **more than 12 hours in a 24-hour period** as a Temporary Guest.

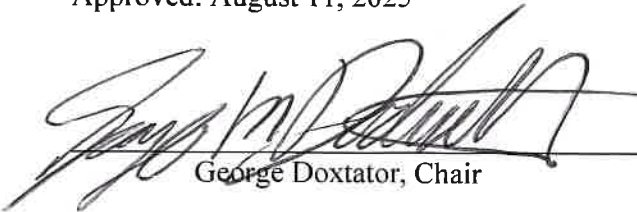
After 12 hours, the guest is considered to have stayed for one (1) day. The SPHA considers visits by friends or relatives to be temporary for up to seven (7) days in any twelve (12)-month period. On the 8th day, a guest's stay is considered an extended stay (see Extended Stays below).
4. **Extended Stays:** Tenants are required to complete a guest request form to SPHA Management to have a guest stay over seven (7) days. Guests applying for an extended stay are subject to an initial criminal background check.
5. **Evicted/Terminated/Banned Tenants:** Former SPHA tenants who have been terminated, formally evicted, and/or banned from SPHA premises are not allowed as guests.
6. **Written Approval Required:** Tenants may **NOT** move anyone into their apartment without the advanced approval of SPHA Management. This includes friends and/or family members who have nowhere else to live, or those who want to stay at the apartment because it is close to their workplace, school, and/or person(s) involved in a relationship with the tenant.
7. **Maximum Time Allowed:** An approved guest can remain in the unit for a total of 30 cumulative calendar days during any 12-month period. An individual/family may request an exemption from this policy for valid reasons. Extended guest stay approvals will be reviewed by the SPHA Management every thirty (30) days.
8. **Adding Occupants to your Lease:** Written approval from SPHA Management is needed **BEFORE** someone can move into your apartment. Contact the SPHA Management to determine eligibility for adding someone to your Lease. Boarders and lodgers must not be allowed to move into your apartment (see Unauthorized Occupants on page 2).
9. **Live-in Caregivers:** Must be approved by SPHA Management with written documentation of need, renewed annually.

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10. **Prohibited Use:** Apartments must not be used as a “hang-out” for individuals with no other housing. Adults and minors may not “party” or “hang-out” or use the apartment to stay instead of attending school and/or work.
11. **Unauthorized Occupants:** Any person(s) using the unit address as their residence, address of record for receipt of benefits or any other purposes, and/or who stay beyond the maximum time allowed are considered unauthorized occupants and their presence constitutes a serious violation of the Lease.
12. **Supervision:** Guests must be with the tenant at all times and may not roam or loiter in shared areas. The SPHA tenant is responsible for the conduct of visitors and guests, inside the unit as well as anywhere on or near SPHA premises [24 CFR 966.4(f)]. It is the tenant’s responsibility to inform and remind your approved guests of the House Rules found in your Tenant Handbook.
13. **Children:** Visiting children must be supervised at all times by a responsible adult tenant.
14. **Custody Arrangements:** Children under joint custody or visitation rights are not subject to guest time limits.
15. **Confidentiality:** SPHA Management will not discuss your confidential information or allow access to your apartment for anyone claiming to be your guest.
16. **Guest Parking:** See Parking Policy (Lease Addendum No. 7).
17. **Access Restrictions:** Management may deny access to guests who disturb others and/or have a criminal history. Registered sex offenders are NOT allowed on any SPHA premises.
18. **Lease Violation:** Violating the Guest Policy can result in Lease termination.

Adopted as Resolution 14-12 by the Stevens Point Housing Authority (SPHA) Board of Commissioners at the August 12, 2014 meeting. Revised as Resolution 25-06 by the SPHA Board of Commissioners and approved at the SPHA Regular Board Committee Meeting on August 11, 2025.

Approved: August 11, 2025


George Doxtator, Chair


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