

FACTSHEET

Visitors and additional occupants



Visitors and Additional Occupants

Venture Housing knows that households change from time to time, for example, the birth of a child, a friend or family may want to come to visit and stay, or it may be a new partner. When these types of changes happen, it is important to let Venture Housing know. You can do this by:

- ✓ Calling your Tenancy and Engagement Officer
- ✓ Completing an **Additional Occupants Form**
- ✓ The tenant will need to ask for our approval before a change occurs, for example, if the tenant wants someone to move into their property (an additional occupant).

Household changes that may occur:

- ✓ The number of people living in the home changes, for example, the birth of a child or someone moving into or out of the home.
- ✓ Anyone that stays regularly in a tenant's home, for example, a partner or friends.
- ✓ Anyone who is temporarily staying for longer than 14 days in any 28-day period, you must seek approval and let us know.

Visitors Staying

You can have visitors stay with you, but the time is limited to 14 days in a 28-day period. This does not change the household details of the tenant. However, if the visitor wants to stay for longer than 14 days, **Venture Housing must be informed**. The tenant needs to apply to Venture Housing for an extension of the visit time. Visitors do not need to pay rent if they are staying for short periods. However, the tenant is responsible for their visitor's behaviour.

Additional Occupants

If another person wants to live at the property and become an additional occupant, this changes the household details of the tenant. The tenant must first apply to Venture Housing for approval.

Venture Housing may approve the application if:

- ✓ The tenant's rent account is up to date
- ✓ If the property is a social housing property, the visitor meets the criteria to live in social housing. They should not be an ineligible or unsatisfactory former public or community housing tenant and must not owe money to Venture Housing.
- ✓ Venture Housing believes the visitor will not cause overcrowding. You cannot apply for a transfer based on overcrowding due to the additional occupant
- ✓ The new household composition is suitable for the type of property, for example, senior/disability communities.
- ✓ There is no evidence the visitor has been the cause of nuisance and annoyance at this or any previous tenancy

Income details of additional occupants

- ✓ If tenants want an additional occupant to stay at their property, the income details of the additional occupant must be provided to Venture Housing and validated.
- ✓ The tenant needs to submit a new Application for Rental Subsidy form, and if Venture Housing approves the application, then the rental subsidy will be re-calculated based on the new details.
- ✓ Tenants will be notified in writing about Venture Housing's decision within 14 days of receiving their application.
- ✓ If the application is declined, tenants may appeal the decision (see **Appeals Factsheet** or [policy](#)).
- ✓ If tenants do not apply in writing for approval to house an additional occupant, Venture Housing may cancel their rental subsidy until rectified.