Procedure for Visitors in Public Housing and Project-based Voucher Properties

**General**

1. PHA 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 staying more than three consecutive nights must give the PHA the visitor registration form (or put it through the mail slot in the PHA’s door) and must park any vehicles in visitor parking spaces if designated.
3. Only persons who have no previous history of behavior on PHA premises that would be a lease violation are permitted as visitors.
4. No person against whom there is a trespass warrant may visit the property.

**Visits in PHA-owned Properties**

1. Whenever a resident wants a visitor to stay overnight for more than three nights, he/she must obtain permission for the visitor from the PHA by filling out a form.
2. 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 PHA property at any time.
3. As the PHA becomes aware of a visitor’s drug-related or violent criminal history, the PHA will obtain a Trespass Order preventing the visitor from returning to the property.
4. The maximum time that guests can visit overnight is 14 days in any twelve-month period without written permission from PHA for an extension.
5. The 14-day maximum need not be consecutive.
6. Visits of more than 14 calendar days (extension) shall be authorized in writing by the PHA only with advance documentation of extenuating circumstances.
   1. Resident makes written request[[1]](#footnote-1) for extension of visit longer than 14 days to PHA.
   2. 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).
   3. 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.
   4. The PHA will not unreasonably deny an extension.
7. Visitors remaining beyond any period approved by the PHA shall be considered unauthorized occupants and the head of the household shall be guilty of a breach of the lease and subject to lease termination and eviction.
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.
9. Residents will not be given permission to allow a former resident of the   
   PHA who has been evicted and issued a Trespass Order to occupy the apartment for any period of time. Violation of this requirement may result in 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.

1. Or other method selected by a resident with a disability [↑](#footnote-ref-1)