**Change in Household/Visitor Policy**

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**The Kensington**

Per your Lease Agreement, any additions to the household, whether temporary or permanent, must be approved  **BEFORE MOVING IN.**

Guests who occupy the home less than two consecutive weeks are considered temporary visitors and are not subject to the Change in Household Policy. Temporary occupancy beyond two weeks must be approved in writing

Occupants are defined as a person or person who is or is not listed on the Lease Agreement that occupies the residence consecutively for at least 4 days or nights per week OR 15 days per month. Occupancy is also determined through any one of the following criteria:

1. Persons seen by staff using a key to enter the apartment on a regular basis.
2. Persons checking the mailbox without the presence of a resident on a regular basis.
3. Any person receiving mail or deliveries from UPS, Fed Ex, etc. on a regular basis.
4. Persons regularly seen inside the apartment without the resident at home.
5. Any behavior by a guest that suggests they are a permanent resident of the household.

Once a guest is recognized by management as an occupant of the household the new occupant will have 7 days to submit an application for residency or vacate the premises.

If the new applicant is approved, it is possible the security deposit may be increased, depending on the application. Applicants who do not qualify for residency must vacate the premises immediately.

Lease-holder will be notified in writing if the addition to the household is not approved and what steps they need to take to remove the occupant from the premises to avoid loss of residency through eviction.

*I understand it is my right to have guests in my home and that I am responsible for their actions while on the premises. I also understand it is my responsibility to report any changes to my household status to the Landlord.*

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Resident Date

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Resident Date Landlord or Agent Date

Equal Housing Logo.tiff March 1, 2013