

Bastrop Housing Authority
VISITOR POLICY

Bastrop Housing Authority's (BHA's) goal is to provide a safe, peaceful, and healthy apartment community for you and your family and other residents. You are encouraged to think carefully about whom you invite onto the property and make sure your guests understand and follow all of the rules and guidelines associated with living here. Residents will be held accountable for the behavior of their visitors. Residents who violate the Visitor Policy or have guests that violate the Visitor Policy could lose their housing as a result.

1. No sexual offenders are permitted anywhere on the property.
2. No person who has been involved in drug-related criminal activity or has been the offender in any family violence, sexual assault, child abuse or any other activity that is determined to threaten the health, safety or right to peaceful enjoyment of the premises by other residents is permitted anywhere on the property.
3. No person who has been banned or trespassed by BHA is permitted anywhere on the property.
4. Visitors shall be instructed to proceed directly to the resident's unit and not congregate in the parking lots, parked cars, common areas or areas not intended for the exclusive use of the resident (apartment, porch) unless they are accompanied by an resident who accepts responsibility for their actions while visiting the premises.
6. Visitors must be willing to comply with terms of the resident's Lease Agreement, Rules and Regulations and other policies of the Bastrop Housing Authority while they are on the premises. Visitors must also comply with curfews established by the City of Bastrop.
7. Residents are encouraged to provide BHA staff with a list of known visitors that the adult resident authorizes to be at their home when they are not present (babysitters, caretakers, family members, friends, etc.)
8. Visitors who are not accompanied by a resident may be subject to questioning by BHA staff to determine if they have a legitimate purpose for being on the premises. Visitors shall cooperate with BHA staff and identify themselves and advise who they are visiting to allow BHA to verify they have a legitimate purpose to be on the premises. BHA staff may attempt to verify with an adult resident that the visitor has permission to be on the premises and will accept responsibility for their actions or behavior. If BHA staff can not verify that the visitor has permission of an adult resident to be on the premises or an adult resident is not willing to accept responsibility for their actions while they are on the premises, the visitor may be asked to leave until the adult resident returns home and/or gives permission.
9. Visitors who refuse to cooperate with BHA staff or who violate any of the aforementioned rules or policies or who are acting in ways judged by BHA's staff to be disruptive or threatens the health, safety or right to peaceful enjoyment of the premises by other residents and staff will be asked to leave the property and may be subject to being trespassed from the premises.
10. BHA staff shall contact the Bastrop Police Department to remove uncooperative visitors that refuse to leave the property.

Procedure for Overnight Visitors

General

1. Authority 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 register with the Manager and must park any vehicles in visitor parking spaces, if designated.
3. Generally, persons who have no previous history of behavior on Authority premises that would be a lease violation are permitted as visitors.

Visits in PHA-owned Properties

1. Whenever a resident wants a visitor to stay overnight, 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 or overstays the 14 day limit without PHA permission.
2. PHA will not run criminal history checks on visitors who cause no problems or who do not overstay the 14 day limit.
3. The maximum time that any one guest can visit overnight is 14 days in any twelve month period without written permission from PHA for an extension;
4. The 14 day maximum need not be consecutive;
5. Visits of more than 14 calendar days (extension) shall be authorized in writing by the Manager only with advance documentation of extenuating circumstances.
 - a. Resident makes written request¹ for extension of visit longer than 14 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.
6. 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.
7. Roomers and lodgers shall not be permitted to move in with any family. Violation of this provision is ground for termination of the lease.
8. Residents will not be given permission to allow a former resident of the Authority who has been evicted to occupy the apartment for any period of time. Violation of this requirement is ground for termination of the lease.
9. 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

Resident Name

Resident Name

Housing Representative

Date

Bastrop Housing Authority does not discriminate against persons on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.