



LANDLORD NEWSLETTER

MAY 2025
ISSUE NO 6

📌 Guests vs. Unauthorized Occupants

This month's newsletter highlights an important topic: *Guests vs. Unauthorized Occupants*. It's essential for landlords to understand the distinction between the two and to be familiar with the CDC's policies regarding each. Knowing the difference helps protect program compliance and maintain housing stability for tenants.

What is a Guest?

CDC defines a guest as someone not listed as a household member on the lease who is visiting and stays temporarily.

Guests May Not (without prior approval):

- Stay more than 14 cumulative days in any 12-month period.
- Receive mail or packages at the unit.
- Continuously enter and exit the premises freely, enter without an approved household member present, or regularly stay overnight.
- Store personal belongings at the unit.

If your lease imposes more restrictive guest limits than CDC's policy, the stricter rule applies.

🚫 What Is an Unauthorized Occupant?

Someone may be considered an unauthorized occupant if they:

- Stay more than 14 days in any 12-month period without CDC approval.
- Receive mail, sleep at the unit frequently, or are seen regularly at the property.
- Have keys, access codes, or appear to use the unit as their address.
- Keep personal items in the unit like clothes, toiletries, or electronics.
- Use the unit address on government IDs, job/school records, or official documents.

📝 Landlord's Role – What You Can Do

We rely on your partnership to help monitor program compliance. If you suspect unauthorized occupants you can:

- ✓ Issue a lease violation to your tenant and send CDC a copy.
- ✓ Report your concerns in writing to CDC.
- ✓ Do not approve any new household members without CDC involvement.

⚠️ A new resident cannot live in the unit without CDC's written approval and your consent.

Fair Housing & Reasonable Accommodation

CDC will consider exceptions to the guest policy in accordance with Fair Housing laws and may allow extended guest stays as a reasonable accommodation for a person with disabilities. These requests must be made through CDC and evaluated on a case-by-case basis.

Need to Report a Concern?

If you suspect a violation, please reach out to us or forward a copy of the lease violation you served your tenant.

✉ Email: wilfongd@cdchousing.org (will be forwarded to appropriate specialist).

📞 Phone: 707-463-5462 ext 102 (will be forwarded to appropriate specialist)

Got Questions? We've Got Answers!

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