# Residential Occupancy

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| **Section of Manual:** | [Number] [Name]  |
| **Policy:** | [Number] [Name]  |
| **Approved by:** | [Example: Executive Team, Name of Program] |
| **Effective:** | [Date] |
| **Revised:** | [Date; Date; Date; Date] |
| **Accreditation:** |  |

[**PLEASE NOTE:** The policy below is a **sample** that was developed from best practices and existing policies in the field to guide operations.

## Policy

The Salvation Army [Ministry Unit] intends to remain exempt from [applicable Landlord/Tenant Legislation] in [province/territory]. Since The Salvation Army is a service provider rather than a landlord, individuals who occupy rooms in our transitional housing program will not be true tenants of The Salvation Army, but are instead participants in a housing program for a specified period of time and for the purposes of receiving support and/or rehabilitative services.

## Procedures

* The maximum length of stay in the transitional housing program is [#days/months/years] (in order to qualify for the allowable exemption from residential tenancies legislation in this jurisdiction).
* Program staff will take a case management approach to working with clients toward successful completion of the program and an organized departure to permanent housing within the maximum length of stay.
* Extensions beyond the maximum length of stay may be considered on a case-by-case basis [see Policy & Procedure on requesting extension]. All extensions will be approved by [Management].
* Upon admission, residents of the transitional housing program will enter into an occupancy agreement (rather than a lease) which will outline the mutual rights and responsibilities of the resident and The Salvation Army staff/program, including the expectation that The Salvation Army will offer support services and that the resident desires and agrees to accept those support services.
* Whenever a resident has exceeded the maximum length of stay allowable for exemption, The Salvation Army [Ministry Unit] will contact THQ Legal for advice before attempting to involuntarily end that resident’s occupancy.