



TU NGUYEN
PROPERTY PROFESSIONAL

Tu Nguyen Management Limited

Overnight Visitors Policy

Agency Details

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OVERNIGHT VISITORS POLICY

1. Purpose

This policy is intended to ensure that overnight visitors do not compromise:

- The terms of individual tenancy agreements;
- The conditions set out in the HMO or Selective licence issued by the local authority;
- The safety, comfort, and privacy of other tenants;
- Safeguarding of any children or other vulnerable people at the property;
- The legal limits of occupancy and safeguarding standards.

2. Summary of Key Rules

- No overnight guests are permitted without written permission.
- The property must never be used to accommodate anyone other than the named tenant(s).
- Communal spaces must never be used for sleeping.
- Any unauthorised overnight guest may be treated as an unauthorised occupant, constituting a serious breach of the tenancy agreement and HMO or Selective licence.

3. Tenancy Agreement Reference

The tenancy agreement that has been signed will have clauses in there pertaining to permitted occupants and that the tenant agrees to not assign, sublet or part with possession of the room or any party of it, nor allow anyone else to live in it.

In addition, there is a clause pertaining to causing a nuisance or annoyance to other residents at the property which the presence of overnight guests may breach.



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4. HMO Licence Conditions

Under many HMO or Selective licences issued by a local authority, there will be a maximum number of occupants per room. This is usually one.

Where the licence allows for two people in one room, there will be a clause preventing unrelated people to occupy that room.

Share or communal areas must not be used for sleeping.

Breaches can result in civil penalties up to £30,000 and may compromise the property's licence.

5. Exceptional Requests

None exists. No overnight guests are permitted where doing so would:

- Breach the terms of the tenancy agreement; or
- Exceed the occupancy limits set out in the property's HMO or Selective licence; or
- Contravene the Housing Act 2004 over-occupancy law; or
- Risk council enforcement

There are not exceptional reasons that legally justifies overnight visitors in a single occupancy room, or exceed the occupancy rate of a single let property in a selective licence area.

6. Enforcement and Immediate Removal

If an unauthorised guest is discovered:

- The tenant may be issued a formal breach warning;
- The guest will be required to vacate the premises immediately;
- If agency staff are met with hostility, aggression, or refusal to cooperate, the agency reserves the right to contact the police to prevent a breach of the peace and ensure lawful compliance;
- Should any agency contractor feel threatened, they have been advised to withdraw from the property and call the Police;
- Tenants are responsible for ensuring guests depart promptly and without disruption.



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7. Safeguarding Considerations

Where children or vulnerable individuals are found to be staying at the property in contravention of this policy:

- The agency may be required to refer the matter to Social Services;
- The safety and well-being of all residents will always take priority over any inconvenience that may be caused to the tenant allowing the unauthorised guest or the guest themselves.

8. Consequences of Breach

Consequences for violating this policy may include:

- Formal written warnings;
- Immediate removal without force of unauthorised guests;
- Legal proceedings for possession of the room;
- Reporting to the local housing authority;
- Recovery of any financial penalties imposed on the landlord from the tenant responsible;
- Recovery of any costs or losses as a result of the tenant allowing the authorised guest;
- The agency and landlord accepts no responsibility for rehousing of any unauthorised guests.

9. Unannounced Inspections

The agency may carry enhanced inspections at the property if unauthorised guests have been discovered or suspected.

See [Property Inspections Policy](#)

10. Anonymous Reporting

Tenants who have concerns about unauthorised occupants, policy breaches, antisocial behaviour, or health and safety risks are encouraged to report them to the agency. We understand that some tenants may feel uncomfortable raising these issues openly, and therefore, concerns may be reported anonymously.



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The agency will treat all reports sensitively and will not disclose the identity of any tenant who wishes to remain confidential, unless legally required to do so. Anonymous reports help ensure the property remains safe, compliant, and respectful for all residents.

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