

PROPERTY MODIFICATIONS AND ALTERATIONS

Can I make modifications or alterations to my home?

By signing your lease you have agreed not to make any alterations to your home without first seeking the approval of Housing Plus. This includes anything that is temporarily or permanently attached to the house.

If you would like to make any alteration to your home you must first write to us to request permission. Some examples of commonly requested approvals include permission to install air-conditioners, shade structures and garden sheds. Approval is not automatic and Housing Plus reserves the right to approve or deny all requests.

What information will I need to supply?

You may be asked to tell us who is going to do the work (they will need to be qualified to do so). You may be asked to provide sketch plans of what it is you are requesting showing where it will be located and how it will be attached to the house. Depending on what you are asking for we may also ask for other information to help us assess your request.

How will you assess the request?

We will look at the information you provide us and try to determine the following:

- How your proposal may affect the long term value of the property
- Local council regulations and consent requirements that may apply
- How the modification or alteration will affect the building structurally
- How the modification or alteration will affect the appearance of the building
- Possible impacts upon neighbouring properties
- Whether or not the modification or alteration is temporary or permanent

There may also be other factors we consider, depending on what you are requesting.

What conditions will apply?

If we agree to allow you to go ahead with your request we will write to you and outline the conditions of approval. You may be expected to sign the approval consent and return a copy to us. The conditions of approval may vary depending on the request but the following general conditions will almost always be included:

- The person/s who undertake the work must be appropriately qualified to do so
- The work must be completed to a professional standard and if not deemed to be safe or of sufficient quality by Housing Plus on completion, we may ask for it to be altered, undone or replaced at your cost.
- You must meet all future costs to maintain, upgrade or remove the alteration or modification.
- You must agree to remove modifications and make good any damage to the building the removal may cause at the end of your tenancy, unless we agree in writing for it to remain behind.
- Housing Plus will not purchase the modification or compensate you for it financially at any time.

What are disability modifications?

Housing Plus will modify its dwellings to suit people with disabilities if it is economically viable to do so. We aim to assist applicants and tenants with disabilities live safely and comfortably. When we undertake this type of modification to a property that we directly control then we will do so at no cost to the applicant.

How do I qualify to request disability modifications?

To request these modifications you must have an identified need and be an existing client or an approved applicant. You would normally be a client who is elderly, has a disability or cares for someone who is elderly or who has a disability. Your request will need to be supported by an Occupational Therapist.

What is an Occupational Therapist?

An Occupational Therapist (also known as an OT) is a health professional qualified to assess your ability to live independently in your home or to recommend the level of assistance and support you need to continue living in your home. For us to make any modifications to assist you in this way they would need to be recommended and designed by an OT. If you are having difficulty getting around your home and performing every day activities we can provide a referral for an OT to visit you in your home and provide a report on your needs.

Will Housing Plus do what the OT recommends?

We will work closely with the OT appointed by community health to assist you. If it is economically viable to modify your home then we will probably do so. Our goal is to provide you with a home that is safe and comfortable for you to live in. If we do not believe it is viable to modify your existing home we will discuss other options with you, such as a transfer to home that better suits your needs. Some of the factors we consider in assessing a request for disability modifications are:

- The effect on the long term value of the property
- The cost of alternative approaches
- The cost/benefit of relocating the client
- The availability of and competing priorities for funding

How do I contact the Property Services Team?

Phone: 1300 435 144

Fax: 02 6372 7841

E-mail: repairs@housingplus.com.au

***For more information please visit our website www.housingplus.com.au
or contact your local Housing Plus office.***