

Establishing a Tenancy - Policy

Foundation Housing is committed to complying with all health, safety and building requirements in respect to its housing stock. Properties will be clean and habitable prior to occupancy. Bonds are sought to cover repairs and damage and all bond money is to be managed in accordance with the RTA.

Foundation Housing Limited undertakes to conclude a written agreement with each of its tenants prior to occupancy. The written agreement will meet the minimum requirements of relevant legislation.

Tenancy Agreement

Where a Tenancy Agreement is required in accordance with the Residential Tenancies Act (1987), Foundation Housing Limited provides a Periodic Tenancy Agreement.

Licence to Occupy

In respect to Lodging and Shared Accommodation where tenancy related legislation is not applicable the Licence to Occupy will reflect conditions considered to be fair, reasonable and equitable to both parties.

In Crisis and Transitional Accommodation where tenancies are of a shorter term the Licence to Occupy will clearly outline the following:

- *House Rules*
- *Amount of rent to be paid*
- *Method of Payment*
- *Amount of Bond*
- *Termination Period/process*
- *Circumstances warranting early termination*

Establishing a Tenancy- Procedure

Prior to visiting a vacant property with a prospective tenant, the Housing Officer will inspect the property and prepare an Entry Condition Report.

The Tenant Interview is to be scheduled at a mutually convenient time once the Advice of Housing Offer letter has been accepted by the tenant.

Translation services and literacy support will be provided if necessary

Establishment of Tenancy – Interview

- The Housing Officer will explain the procedure for establishing the tenancy
- The Housing Officer reviews the Advice of Housing Offer letter with the tenant to confirm household details. Once the bond has been registered, the Bond Administrator will return a copy of the lodgement to both Foundation Housing and to the tenant.

Any significant changes in circumstances covered by the eligibility or selection criteria may lead to the offer being withdrawn at this point.

The Housing Officer will then ensure that the tenant is aware of the Conditions of Tenancy.
The following documents are completed and signed:

- Tenancy Agreement
- Bond Lodgment Form OR Agreement to Pay Bond by installment Form
- Centrepay Deduction Form (if applicable)
- Centrelink Rent Certificate (if applicable)
- Agreement to pay Service Fee (if applicable)

Once the Tenancy Agreement has been signed, the financial arrangements are finalised according to the relevant procedures. These include:

- Bond Payment Equivalent to 4 weeks rent
- Rent Payment Two weeks in advance

The tenant receives a copy of the:

- Entry Condition report - return to Foundation Housing within 14 days
- Tenancy Agreement
- Conditions of Tenancy
- Bond Lodgment Form/Bond Installment Form
- The Tenant Handbook
- Schedule 2 – “Information for Tenant”
- WA Code of Practice
- Tenants Advice Service Booklet

The Housing Officer will ensure that any repairs or modifications are completed on or before the date specified in the Tenancy Agreement for the commencement of the tenancy, and that the tenant has the keys to the premises by that date.

The Housing Officer uses the Rent Schedule to advise the Financial Manager of the details of the new tenancy.

Once the Tenancy Agreement has been signed the Housing Officer will set up a tenant file which will include:

- Copy of Letter of Offer
- Copy of Tenancy Agreement
- Copy of Entry Condition Report
- Copy of Bond Lodgment Form or Installment Form
- Receipt details for Bond
- Rent payment arrangements

Tenant files are kept in a locked cabinet to ensure their privacy.

Tenants may arrange with the Housing Officer to view their files at the offices of FHL during business hours giving 24 hours notice.