

Alterations, Additions and Modification

Policy Ref: C101

Version:	1.0.2	Created Date:	03/09/2015
Created By:	Pauline Samantha	Approved By:	CEO
Last Modified By:	Pauline Samantha	Last Modified Date:	07/08/2020

PURPOSE

YRHAC has a responsibility to allow only those alterations which do not affect the value, life expectancy, or future use of the dwelling.

SCOPE

This policy applies to all tenants living in Yilli Housing dwelling. It includes any alterations made by the tenant, with or without the permission of YRHAC. An alteration includes any additions, modifications, improvements, removals, and structural changes. Final discretion on what constitutes an alteration lies with the Property Manager. "Rectifying an alteration" means returning the dwelling to the original condition before the alteration took place. Final discretion on what constitutes a rectification lies with the Property Manager. This policy does not cover alterations made by YRHAC.

POLICY

Under the Residential Tenancies Act and the Common Provisions of the tenancy agreement, tenants must seek the written consent of YRHAC prior to erecting any structures or making alterations, additions or improvements to the dwelling. YRHAC encourages tenants to regard their Yilli Housing dwelling as their home and will therefore approve most reasonable requests. If the tenant requires alterations due to special needs then YRHAC may carry out these alterations for the tenant at no charge.

Making alterations or additions

YRHAC encourages tenants to regard their Yilli Housing dwelling as their home and will generally approve most applications for alterations to rental properties.

Alterations that require approval before the work starts include:

- putting picture hooks in walls, installing air conditioning or building garden structures
- installing carpet or any other floor coverings
- any painting
- removing trees and in some cases, planting particular trees or shrubs
- paving the garden or building any garden structure including garden storage sheds, shade structures or pet enclosures
- changing locks or the installation or modification of existing security screens
- erecting or modifying fences
- installing any type of swimming pool or spa on the property (including inflatable pools)
- any electrical or plumbing alterations such as installing additional lights or taps
- special needs modifications such as handrails or ramps, and
- any other alterations, additions or modifications which may modify the property's structure or condition.

Approval for alterations

Any approval for an alteration will only be granted on the condition that the tenant acknowledges that when the tenant vacates the dwelling any alterations may have to be removed and the dwelling rectified at the expense of the tenant. If YRHAC rejects a proposed alteration, then the tenant may appeal the decision. See the Appeals Policy for more information.

Compliance for alterations

Any alterations must be completed in accordance with relevant legislation and by-laws, especially those alterations which must be completed by a certified professional. YRHAC may require evidence of compliance before the alteration is approved. If a tenant cannot provide evidence of compliance then the alteration must be rectified.

Cost for alterations

The cost of installation, ongoing maintenance and removal of approved alterations is always the responsibility of the tenant. If YRHAC and a vacating tenant reach a mutual decision that the alteration does not have to be rectified, the tenant will not be reimbursed for the alteration, including those alterations believed to have increased the value of the dwelling.

Removal of alterations

Tenants will be charged for the cost of rectifying an alteration. YRHAC may also hold the tenant liable for the cost of rectifying alterations not of a professional or reasonable standard, or rectifying damages caused by the alteration. It is possible that YRHAC may approve of an alteration after it has been completed. However, if YRHAC becomes aware of an alteration which would not have been approved then the tenant will be required to rectify the alteration at their own expense. Refusal to remove an alteration is a breach of the lease and may lead to eviction. See the Tenancy Agreement Breach policy for more information.