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| House Rules |
| Department of Families, Fairness and Housing |

# House Rules

The following House Rules that relate to your SDA dwelling, have been developed by the Specialist Disability Accommodation (SDA) provider and are intended to be supplementary to any House Rules that the residents and Supported Independent Living (SIL) provider develop. The following relate to general operating of the SDA dwelling and requirements under the Residential Tenancies Act 1997 (RTA).

## Accessing the house and other resident’s bedrooms

Before entering other people’s bedrooms, you must ask their permission. Where applicable (such as in a duplex arrangement) you can only enter if you have been invited and via the front door, even if your SIL provider can freely access the other dwelling internally.

The RTA gives the SDA provider authority to enter bedrooms without permission when there are urgent repairs required.

## Changing bedroom protocol

All tenantable bedrooms are numbered and align with the relevant property evacuation plan. As the bedroom numbers are described in your SDA residential agreement, switching bedrooms requires you to enter into a new SDA residential agreement with the SDA provider.

You are only able to switch bedrooms where the SDA provider has provided written approval, and this can be requested by emailing [myhome@homes.vic.gov.au](mailto:myhome@homes.vic.gov.au) with the following information:

1. Name of resident
2. Current room number
3. Proposed new room number
4. Reason for the move

Once received, the SDA provider will consider the request and advise of the outcome. If agreed, the SDA provider will forward a termination of your current SDA Residency Agreement and a new SDA Residency Agreement for your new bedroom.

## Modifying the property

You must not modify the SDA dwelling, unless permission from the SDA Provider is received. This includes where funding may come from the NDIS and/or where a recommendation is provided by a subject matter expert, such as an occupational therapist. Examples of modifications requiring consent include the installation of locks and grab rails and changing of flooring or the toilet. If you would like to self-fund or request the department to fund a modification to the SDA dwelling, you can make a request by emailing [SDA.coordinator@homes.vic.gov.au](mailto:SDA.coordinator@homes.vic.gov.au). An SDA Coordinator will contact you to discuss the request.

## Other charges

You are responsible for ordinary usage of utilities (gas, electricity and water). There may be additional costs, such as Pay TV, internet and cost related to pets that may or may not be applicable. Your SIL provider will assist you with understanding and organising for payment where required.

## Pets and assistance animals

If you want to keep a pet, you must have consent from the SDA provider and all other residents of the SDA dwelling. To request consent from the SDA provider, send a completed Pet Request Form to [SDA.coordinator@homes.vic.gov.au](mailto:SDA.coordinator@homes.vic.gov.au), refer Attachment 8.

A separate Pet Request Form must be completed for each pet you want to keep. Please note, for an assistance pet (a dog that is trained to perform tasks that help a person with a disability to reduce the effects of their disability) you are not required to complete a Pet Request Form.

If you already have a pet living with you must complete and return a Pet Request Form for each pet to [SDA.coordinator@homes.vic.gov.au](mailto:SDA.coordinator@homes.vic.gov.au)

All charges, including any modifications required to the SDA dwelling to accommodate your pet, cleaning charges, essentials (food, council registration and equipment), and compliance with local council laws are your responsibility and not the responsibility of the SDA provider. An exception to this rule would be where reasonable capital modifications are required to accommodate a certified assistance animal (most commonly dog guides). Any request for such modifications must be forwarded to [SDA.coordinator@homes.vic.gov.au](mailto:SDA.coordinator@homes.vic.gov.au). The Pet Request Form and more information can be found at <https://www.consumer.vic.gov.au/housing/renting/applying-for-a-rental-property-or-room/pets-and-renting>

## Pool / Spas

Fixed and portable pools / spas that have a capacity to hold water in excess of 300mm in depth and which require council registration must not be installed.

## Portable heater

Portable heating appliances must not be used or stored in the SDA dwelling, except where alternatives are not practicable and the SDA provider has consented in writing to the use of the appliance. The SDA provider may consent to the use of oil filled column heaters or electric panel heaters which have an over heat cut out device fitted. Individual portable heating appliances that have been approved for installation by the SDA provider, must be permanently fixed in position, and installed in accordance with the manufacturer’s specifications and, if applicable, the relevant Australian Standards. Your SIL provider must check each approved heating appliance on a weekly basis to ensure compliance and maintain records of these checks.

All approved heating appliances must be inspected and tested in accordance with the AS/NZS3760.

Electric blankets must not be used or stored in department owned SDA.

Solid fuel burning appliances and open fireplaces must not be used in department owned SDA.

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