

Williamstown Rental Housing Co-operative Policy Document

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| Policy Number: | 039 |
| Policy Name: | Property Inspections |
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1. Introduction

Williamstown Rental Housing Co-operative Ltd. (WRHC) aims to keep the properties managed to a set standard and recognises that to do so it must inspect properties on a regular basis.

All properties currently managed by WRHC are through a Leasing Agreement with Department of Families, Fairness and Housing (DFFH). WRHC does not own its own properties.

2. Purpose

This policy establishes WRHC's approach to fulfilling its rights and responsibilities as a landlord when there is a need to inspect a tenanted property.

3. Scope

This policy applies to all general property inspections.

4. Relevant Co-operative Objectives

To ensure that the properties are maintained in good repair.

5. Policy

Inspections will be undertaken at all WRHC properties in accordance with the Residential Tenancies Act 1997 (RTA). These inspections will inform WRHC on the condition of the premises and determine the program of cyclical and responsive maintenance.

WRHC will inspect properties for the purpose of a planned general inspection at least once per year.

Inspections will ensure that WRHC is meeting its responsibilities under its contractual agreement with the Department of Families, Fairness and Housing (DFFH) and the RTA to maintain properties in a good condition.

Tenants have a duty to allow WRHC and/or their agent to exercise a right of entry in accordance with of the RTA. WRHC will pursue actions in accordance with the RTA should a tenant refuse access.

Tenant-related damage will be treated in accordance with the WRHC Tenant Damage, Repair and Charge Policy.

6. Responsibilities

WRHC has a responsibility to act in accordance with the RTA at all times.

Tenants have a duty under the RTA to report all damage, defects, and any relevant property issues to WRHC for action, to permit WRHC staff and maintenance contractors to exercise a right of entry in accordance with the RTA.

7. Definitions

8. Related documentation, legislation and standards

Residential Tenancies Act 1997

Housing Act 1983 (Vic)

Guidelines for Registered Housing Agencies published by DFFH

Performance Standards for Registered Housing Agencies

9. Transparency and accessibility

This policy is available on the WRHC website www.williamstownhousingcoop.org.au