

# During a tenancy policy

## 1. Policy

This policy articulates Uniting VicTas (Uniting) approach to ensuring renters have accurate and accessible information during a tenancy and understand their tenancy, and their rights and responsibilities.

Uniting aims to:

- to provide secure, safe, and affordable housing
- support renters and their households to sustain tenancies.

In this document		Victoria	Tasmania
Renter	shall mean	Renter	Tenant
Rental agreement	shall mean	Rental agreement	Tenancy agreement
The Act	shall mean	<i>The Tenancy Act 1997</i>	<i>The Tenancies Act 1997</i>

### Uniting will:

- explain processes and requirements to the renter clearly and make information accessible in appropriate formats.
- work closely with agencies providing support to renters to help the renter maintain the tenancy.
- provide security of tenure to renters within the program and legal requirements
- work in accordance with program funding guidelines, as applicable
- consider best practice in developing and reviewing documentation.
- meet contractual, legal, and regulatory duties and obligations manage these tenancies according to the *Act*.

## 2. Scope

This information applies to Uniting residential rentals.

## 3. Procedure

### 3.1. Security of Tenure

#### Uniting representatives will:

- explain security of tenure to renters in appropriate formats at the start of the tenancy
- explain how a renter can maintain their tenancy if the renter breaches the rental agreement.
- seek to sustain tenancies in line with the **Sustaining Tenancies Policy**
- manage breaches of the Rental Agreement according to the **Breach of Tenancy policy**.

Document Name: <i>Uniting Housing – During a tenancy policy</i>	Policy Area: <i>Quality, Risk &amp; Compliance</i>	
Document Number: <i>UP-UH-030</i>	Classification: <i>Internal</i>	
Version Number: <i>1.0</i>	Document Owner: <i>General Manager, Housing &amp; Property</i>	
Publication date: <i>10/07/2023</i>	Endorsed by: <i>General Manager, Housing &amp; Property</i>	
CMS embedded: <i>n/a</i>	<i>Printed copies of this document are considered uncontrolled.</i>	Page 1 of 4

### 3.2. Rent reviews

#### Uniting representatives will:

- review rents in line with the **Rent Policy**
- explain how and when rent is reviewed.
- clearly explain the rent, how rent is calculated, when rent is due.

### 3.3. Safe and well-maintained properties

#### Uniting representatives will:

- undertake annual inspections of the property.
- explain how to request maintenance services.
- respond to requests to maintain a property in line with the **Repairs and Maintenance policy**

### 3.4. Absences from the property

#### Uniting representatives will:

- explain the requirements for managing absences from a property.
- respond to absences in line with the **Temporary Absence policy**

#### Renters will:

- notify Uniting when they are, or likely to be absent from the property for an extended period.
- refer to the **Temporary Absence form**
- continue to pay rent when they are absent.
- comply with the rental agreement when they are absent.

### 3.5. Transferring a tenancy

Renters may request tenancy transfers within the Uniting housing portfolio or within the public and or other social housing.

#### Uniting representatives will:

- explain the requirements for transferring a tenancy.
- respond to requests for transferring a tenancy in line with the **Transfers policy**

### 3.6. Working with support services

#### Uniting representatives will:

- ensure that the renter is linked in with a support agency/worker, as required.
- seek information from the renter about relevant supports services.
- seek the renter’s consent to share information with specific service providers.
- work with support services if required to sustain a tenancy.

### 3.7. Privacy

#### Uniting representatives will:

- manage personal data in line with the **Privacy Policy**
- explain the renter’s rights about personal data.

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### 3.8. Renter rights and responsibilities

#### Uniting representatives will:

- explain the renter’s rights and responsibilities.
- provide information in an appropriate format.
- manage breaches of the Rental Agreement according to the **Breach of Tenancy policy**.

### 3.9. Feedback, complaints, and appeals

#### Uniting representatives will:

- explain how someone can give feedback or make a complaint.
- explain how a renter can appeal a rent review or other decision that affects them.
- provide information in an appropriate format.

## 4. Legislation

### National

- Age Discrimination Act 2004 (Cth)*
- Disability Discrimination Act 1992 (Cth)*
- Sex Discrimination Act 1984 (Cth)*
- National Rental Affordability Scheme Act 2008 (Cth)*
- National Rental Affordability Scheme Regulations 2020 (Cth)*

### Tasmania

- Community Housing Providers National Law (Tasmania) Act 2013 (Tas)*
- [Family Violence Act 2004 \(Tas\)](#)

### Victoria

- Housing Act 1983 (Vic)*
- Residential Tenancies Act 1997 (Vic)*
- Residential Tenancies Regulations 2021 (Vic)*
- Equal Opportunity Act 2010 (Vic)*
- Public Health and Wellbeing Act 2008 (Vic)*
- Public Health and Wellbeing (Prescribed Accommodation) Regulations 2020 (Vic)*
- Noise (Residential) Accommodation Services Environment Protection (Residential Noise) Regulations 2018 (Vic)*
- Environment Protection Act 2017 (Vic)*
- Environment Protection Regulations 2021 (Vic)*
- Guidelines for Registered Housing Agencies published by DFFH (where applicable)
- Performance Standards for Registered Housing Agencies
- Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM)
- Charter of Human rights

## 5. Related documents

- Breach of tenancy
- Inspections and condition reports

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- Repairs and maintenance
- Uniting Housing Temporary Absence form
- Temporary Absence policy
- Transfers Policy
- Breach of tenancy policy
- Privacy Policy

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