
Policy context: This policy relates to the *Residential Tenancies Act 2010*

POLICY STATEMENT

I. Purpose

The purpose of this policy is to outline the process for commencement of a new Social Housing tenancy with SCH.

II. Definitions

- Social housing is property funded by the NSW Department of Family and Community Services.

III. Coverage

This policy applies to all SCH managed Social Housing properties.

IV. Principles

SCH aims to ensure that tenants understand their agreement with us, have information on their rights and responsibilities as tenants and are able to sustain their tenancy. This may mean they need access to an interpreter or advocate when speaking with us, or access to other support agencies. If these services are required we can help to arrange them.

The standard NSW Residential Tenancy Agreement is used for SCH tenancies.

Rent payable during the tenancy is calculated in accordance with the SCH Rent Policy.

SCH requires all tenants to pay a bond of four weeks' rebated rent. If a tenant is unable to pay the bond in full on commencement of the tenancy, SCH will allow them to pay it within twenty weeks from commencement of the lease. The bond will be lodged with the Rental Bond Board and retained until the tenancy is terminated.

Tenants must tell us before signing the Agreement if any other people will be living at the property or if they wish to apply to keep a pet. Approval of additional occupants and pets is at the discretion of SCH and in accordance with SCH related policies.

V. Responsibilities

Regional offices are responsible for establishing tenancies.

Only Regional Managers or the General Manager, Operations can sign Residential Tenancy Agreements, unless a written sub-delegation has been issued by the CEO.

DOCUMENTATION

Documents related to this policy	
Related policies	Categorisation of Ex Tenants Pets Rent and Non-Rent Arrears
Other related documents	Lease Checklist form