


TENANT HOUSING SERVICES

OCCUPANCY MANAGEMENT POLICY

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1. RATIONALE

This policy outlines Cornerstone responsibility in managing the occupancy period of a tenancy.

2. LEGISLATION AND OTHER POLICIES

2.1. Cornerstone will comply with the following legislation (as amended):

- Residential Tenancies Act 1995

2.2. Cornerstone will comply with the following policies (as amended):

- THSX005 Eligibility, Applications and Allocations Policy
- THSX003 Rent & Arrears Management Policy
- THSX010 Succession Policy

3. HOUSING TRANSFERS

- 3.1. Housing is always prioritized on a 'needs basis', i.e. those who are homeless will generally be given priority
- 3.2. Any tenant of Cornerstone can submit a Housing Transfer Request
- 3.3. A Housing Transfer Applicant (Applicant) can only be transferred within their current housing type e.g. Community Housing to Community Housing, **not** Community Housing to Affordable Housing
- 3.4. If an Applicant wishes to transfer out of their housing type to another that involves a new entry on the Community Housing Customer Register, they must make a new application.
- 3.5. If an Applicant wishes to transfer out of their housing type e.g. Community Housing to NRAS, they must make a new application.
 - The exception to this is transferring a tenant housed under the NBESP to community housing.
- 3.6. An Applicant can only be considered for a housing transfer if they are in good standing with their tenancy. That is the Applicant must:
 - Be 2 weeks in advance with their rent
 - Have no outstanding debts, including water, maintenance and any other prescribed utilities
 - Have a good inspection and tenancy history
- 3.7. Further to the requirements in section 3.6, the Applicant must also have an inspection conducted before the Housing Transfer Request can be approved
- 3.8. Household size, number of bedrooms, housing suitability and property location must all be taken into consideration when reviewing a Housing Transfer Request.

4. OVER AND UNDER OCCUPANCY

- 4.1. Cornerstone will endeavour to ensure that tenants are appropriately housed and that it makes the best use of housing stock.
- 4.2. Cornerstone will ensure that the number of bedrooms of a property are appropriately utilised so that no property is under occupied at the point of allocation.
- 4.3. Tenants will be housed according to the size of their household.
- 4.4. All rehousing due to over or under occupancy will be at the joint agreement of the tenant and Cornerstone, and will follow the Housing Transfers section of this policy.

5. ANIMAL HABITATION

- 5.1. No pets of any type can be kept at any Cornerstone managed property without prior written consent of the Landlord.
- 5.2. The exception to section 5.1 is where the tenant requires a medically referred companion animal.
- 5.3. Consent must be given on the prescribed Pet Policy forms.
- 5.4. In the case of a joint or shared tenancy, permission must be granted from all other tenants of the property in writing.

6. CHANGE LOG

<i>Revision</i>	<i>Change</i>	<i>Date</i>
1.0		3/12/2014
1.1	- Added <i>Change Log</i> - Rebranded to Cornerstone - Removed 'Date Last Revised' from document block	6/11/2015
1.2	- Minor Updates	29/04/2019