

POLICY 1.6 VISITORS AND ADDITIONAL OCCUPANTS

OVERVIEW

This policy explains our rules for visitors and additional people living in a property.

It applies to all residents in ILV properties and all tenancies managed by ILV (we, our, us).

WORD LIST

Visitor: A visitor is someone who stays temporarily.

Additional Occupant: A person we approve to live in the property and who pays rent (or contributes to the rent) on the property.

Unauthorised Occupant: An additional person living in your property without approval from us.

POLICY

Your property is your home. You can have visitors.

There are some guidelines if you want people to live in your home on a longer-term basis.

This policy covers:

- Visitors
- Additional occupants
 - Giving you our decision
- Unauthorised occupants
- If you are not happy with our decision about an additional occupant.

VISITORS

Residents living in ILV properties are welcome to have visitors stay at their property for a short time (as a guide up to 28 days or up to 3 days per week).

Before you agree to a visitor staying, you may want to consider:

- If there is room for the visitor to stay/sleep e.g. it may be difficult if you share your property with someone else or you live in a group home
- The views of any housemate/s (other people who share the property with you and also have a tenancy agreement for that property)
- The views of your Support Service Provider/s (where applicable).

Visitors who stay less than 28 days (or 3 days a week) do not pay rent.

You are responsible for the behaviour of any visitor/s to your property.

(See ILV Policy 1.18 Anti-Social Behaviour Policy).

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ADDITIONAL OCCUPANTS

You need to get our approval if you want someone to live at your property longer term.

You must write to us (info@ilv.org.au) and let us know who else you want to live with you.

We will consider an additional occupant if:

- You are up to date with your rent
- The other person/people
 - Do not have a bad tenancy record (with us or another landlord)
 - Do not owe us any money
- The property is suitable e.g.
 - If there is enough room in the property e.g. a spare bedroom or your bedroom is big enough to share with another person
 - If the other person needs features your property does not have
- The other people who currently live in the property are happy to have another person living there (we will ask their views)
- It doesn't lead to overcrowding
- It doesn't impact badly on the health and wellbeing of the you or others living at the property
- It doesn't create noise, nuisance, or other social issues.
- It is allowed under relevant policies, guidelines, legislation or agreements e.g. SDA properties are enrolled to house a specific number of residents.

GIVING YOU OUR DECISION

We will send you a letter telling you our decision within 28 days (unless we need additional information).

Approved

We will calculate the rent the additional person will pay.

Not Approved

If the person is already living in the property, they need to leave within 14 days (we will ask them to leave).

You can ask us to review our decision (ask for an appeal). Refer to Policy 1.4 Appeals.

UNAUTHORISED OCCUPANTS

We will investigate if we get reports of an unauthorised occupant.

If we find an unauthorised occupant living in a property, we will:

- Give you 14 days to apply for the person/s to become an additional occupant **or**
- Give the unauthorised occupant/s 14 days to move out of the property.

If this does not happen, we may:

- Take action to terminate the tenancy
- Charge an additional payment in accordance with ILV's Rent Policy (Policy 1.2 Rent).

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Talk to us if there is an authorised occupant you want to leave your property.

IF YOU ARE NOT HAPPY WITH OUR DECISION ABOUT AN ADDITIONAL OCCUPANT?

If you are not happy with the decision/s we make about an additional occupant:

- Speak to our staff about why we made that decision
- Ask for a review of the decision (Refer to ILV Policy 1.4 Appeals)

RELATED POLICIES, LEGISLATION OR OTHER RESOURCES

Legislation and Guidelines

- Applicable tenancy legislation
 - Residential Tenancy Act 2010 (NSW)
 - Residential Tenancies Regulation 2019 (NSW)

Policies

- ILV Policy 1.4 Appeals
- ILV Policy 1.18 Anti-social behaviour
- ILV Policy 1.2 Rent

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