

Changes to a Household

Purpose

This fact sheet explains Women's Housing Ltd's approach to managing additional people in a property. At the time of signing a lease, a tenant declares who will be residing with them in the property. This Fact Sheet refers to all people who move into or out of the property following the signing of the lease.

Scope

This applies to all tenants of Women's Housing Ltd.

Overview

Tenants are required to advise Women's Housing of any changes to their household. If someone joins or leaves the household, the tenant must advise Women's Housing and provide updated details, including the provision of income details for all additional occupants.

Tenants are allocated a property based on their household size and are charged rent based on their household income. Any changes to this original agreement need to be reviewed with Women's Housing Ltd and in most cases will be approved. The Changes to a Household form can be found on the Women's Housing Ltd website and is available upon request.

Women's Housing Ltd will advise you in writing of the outcome to this request.

Changes to rent

The tenant will need to advise Women's Housing Ltd of any changes to the household income so that the rental can be reviewed. Where a rental has been charged based on a percentage of income, it may result in an increase in the rental charge.

Residential Tenancy Agreement

In signing the Residential Tenancy Agreement, the tenant has agreed that they understand their rights and responsibilities under *the Residential Tenancies Act*. If the tenant refuses to provide details of any changes of those living in their household, they are in breach of their Residential Tenancy Agreement and Women's Housing Ltd may seek resolution at VCAT.

Subletting of Property

Women's Housing Ltd does not permit the subletting of any part of a property or for a tenant to take in a boarder. However, should a tenant want a family member or their partner to move in with them, the tenant should complete the Changes to a Household form for permission.