

# HOUSE RULES POLICY

## LODGING ACCOMMODATION

## Purpose

This policy explains:

- The reason for House Rules
- How we use the Rules
- Your responsibilities
- Our responsibilities

## Definitions

### *Resident*

A person living in a property owned or managed by us.

### *Lodging accommodation*

A property that has two or more bedrooms. You have the right to occupy one bedroom. Communal living areas (e.g. kitchen, lounge, laundry, bathroom etc.) are shared.

### *Licence to occupy*

The contract giving you the right to occupy a bedroom (and share the communal areas) in one of our Lodging Houses.

### *Lead tenant*

A tenant living at the property to supervise and assist the residents to live independently. The lead tenant works in conjunction with your case worker.

## Our commitments

We will apply the House Rules in an open, honest, and sensitive way. Our approach will include:

- making sure you understand the House Rules at the sign up of the License to Occupy and during the tenancy;
- identifying and responding to issues as soon as possible;
- offering you support if you break a minor House Rule;
- taking action that is appropriate to the type of House Rule that has been broken;
- and

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Date Issued: 23/01/2019

- Informing you of any changes to the House Rules.
- We understand that you may be vulnerable because of current circumstances (e.g. substance misuse, disability, criminal history, mental-health etc.). Case workers will offer vulnerable residents the opportunity to engage in appropriate support that we offer and/or refer you to other agencies that may be able to assist you to keep your License to Occupy.

## Policy

### Your responsibilities

Under your License to Occupy, you and your visitors must keep to the House Rules.

### Our responsibilities

If a House Rule is broken, we will act as soon as possible. We will keep your support worker informed so that you have someone working with you to help you resolve your issues and maintain your License to Occupy.

### House Rules

We have House Rules at each Lodging House to make sure that everyone is safe and comfortable.

The House Rules apply to you and everyone else that you invite onto the property. You are responsible for the behaviour of everyone you invite onto the property.

### General House Rules

Each Lodging House has General House Rules which will be discussed with you before you sign your Right to Occupancy. This will help you to decide if a Lodging House is the right accommodation type for you.

If you break a General House Rule:

- we will issue a written warning
- your support worker will help you to put a Support Plan in place to address any issues that might have resulted in you breaking the Rule.

If you break the General House Rule again within a calendar month the Tenancy Officer will issue you with a 'breach'.

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If you then break another General House Rule within the remaining License to Occupy term, we will terminate the License to Occupy and you must vacate the house within three days.

## House Rules Resulting in Immediate Eviction

If you (or anyone you invite onto the property) break any of following House Rules we will end your License to Occupy and you will leave the Lodging House immediately.

- Possess, use, make, distribute or sell illegal drugs or any associated equipment (e.g. bongs, syringes etc.). This includes prescription medication that has not been prescribed by a healthcare professional.
- Consume or store alcohol in communal areas on the property. Residents under the age of 18 are not to consume or store alcohol anywhere on the property.
- Intentionally or recklessly cause or allow serious damage to any part of the property, including any of the furniture belonging to the property or to any other resident.
- Cause a danger to any person on the property.
- Seriously intimidate, be violent or threaten violence if this puts people or property at risk or seriously prevents other residents or neighbours in the local community from living in peace.
- Steal property, goods or food from us or any other resident in the building or local community.
- Verbally abuse and/or intimidate, including (but not limited to) sexual, racial, discriminatory or general harassment towards any person including residents, visitors, staff, neighbours or the general community.

## Appeals Process

If you do not agree with any of our decisions or actions, you can appeal using our *Appeals Policy (HHPP006)*.



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**Office hours**  
9am-5pm Monday to Friday

If you are deaf, or have difficulty speaking or hearing English,  
we are committed to helping you to access our services.

Accordwest acknowledges the Australian Aboriginal and Torres  
Strait Islander peoples as the first inhabitants of the nation and  
traditional custodians of the land we live, learn and work.



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