

## 113 Joint and Co-tenancy Policy

### 1. Customer Statement

At Link Wentworth our customers and communities are at the centre of what we do. We are committed to:

- treating our customers with compassion and respect
- communicating clearly so that our customers can make informed choices
- providing fair service by following the right process
- working openly with customers to find shared solutions
- following all relevant laws and regulations

### 2. Purpose

This policy sets out Link Wentworth's approach to joint tenancies and co-tenancies.

### 3. Scope

This policy applies to all tenancies managed by Link Wentworth.

### 4. Policy

Link Wentworth generally offers a tenancy to the person who made the original housing application. In some situations, we consider allowing more than one person to sign the tenancy agreement, creating a joint tenancy. Link Wentworth may also offer a co-tenancy for tenants living in a single dwelling with shared amenities.

#### Joint tenancy

An applicant can request a joint tenancy at allocation if the people they would like to be joint tenants with are named as household members on the original application. Where a joint tenancy is approved, both parties will sign the Residential Tenancy Agreement.

We consider granting joint tenancy if all the following criteria have been met:

- all people applying to be added to the tenancy agreement meet social housing eligibility criteria
- there are no outstanding arrears for the existing tenancy accounts
- the premises must be suitable for the household size

Each person in a joint tenancy is legally responsible for all obligations set out in the agreement.

#### Co-tenancy

Co-tenants usually reside in one of the following:

- share house
- group home
- boarding house.

Co-tenants do not have joint or shared responsibility in relation to rent. Co-tenants however may share responsibility for communal areas. This means that if rent or other money is owed during or after the tenancy, Link Wentworth may only collect the outstanding debt from the tenant who has created the debt.

## 5. Definitions

**Joint tenancy** is a residential tenancy agreement in the name of more than one person.

**Co-tenancy** is where two or more tenants have an individual tenancy agreement but share a single property. The tenants' rights and responsibilities are determined by the RTA and any special conditions and house rules that are attached to that agreement.

## 6. Legislative Framework and Related Policies

- Residential Tenancies Act 2010
- Occupants Policy

## 7. Complaints and appeals

An Applicant for social housing who is not happy with a decision we make or who believes that we have not followed this policy can complain or appeal using the complaints and appeals policies that are available on the Link Wentworth website [www.linkwentworth.org.au](http://www.linkwentworth.org.au) or by phoning Link Wentworth on 9412 5111.

## 8. Privacy and Confidentiality

Link Wentworth has obligations and responsibilities under its Privacy Policy. Before releasing any information relating to the subject matter of this Policy, first refer to the Link Wentworth Privacy Policy and/or seek guidance from a member of the Executive Leadership Team or Head of Legal.

## 9. Approval, Policy Owner and Review Frequency

*This Policy is subject to change at the discretion of Link Wentworth*

Policy type:	Management Level
ELT owner:	Chief Customer Officer
Business owner:	Head of Tenancy
Ultimate Approval body:	Chief Customer Officer
Review Frequency:	Every two years or more frequently if circumstances warrant.

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Approved by – Chief Customer Officer