

**Policy Manual
Policy 3.22**

**Establishing and Maintaining Tenancies
Modifications**

Policy Title: Modifications
Policy Number: 3.22
Version Number: 3.22.1
Supersedes Number: 3.19.1 (2009)

Approved by: Wentworth Board of Directors
Approval Date: April 2014
Effective Date: April 2014
Review Date: April 2016

1. Purpose

- 1.1. The purpose of this policy is to provide a framework for managing requests for dwellings to be modified to meet a tenants changing needs
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2. Policy

- 2.1. Wentworth understands that tenants property needs can change due to reasons of ill-health or disability. Where possible and reasonable, Wentworth will seek to modify a tenant's existing property to meet changed needs or circumstances brought about by ill-health or disability.
- 2.2. All requests for property modifications will be based on an independent assessment from an Occupational Therapist.
- 2.3. Modifications will be managed in a planned way and within available resources.
- 2.4. Modifications to homes owned by Wentworth are done at no cost to the tenant.
- 2.5. If it is not economically viable for the property to be modified, tenants may be transferred to another dwelling. See the policy on Transfers.
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3. Responsibility

Client Service Officers and Asset Officer	Effectively manage and approve requests for modifications
Asset Manager	Monitor consistent application of the policy and manage the modifications budget
Chief Executive Officer	Approve modification requests as per schedule of delegations

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4. Definitions and References

- Related Policy
- Anti-Discrimination Act, 1977
 - Disability Discrimination Act, 1992
 - Occupational Health and Safety Act, 2000
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