

Winda-Mara Housing Program (WMHP) Vacating a Property Policy

Contents

1. Scope	2
2. Purpose and Objectives.....	2
3. Provide Notice.....	2
4. Renter’s Responsibilities	2
5. Final Inspection	3
6. Return of Keys.....	3
7. References.....	3
7.1 External or Statutory Requirements	3
7.2 Internal Requirements and Forms	3
8. Review.....	3

WMHP Vacating a Property Policy

Winda-Mara Aboriginal Corporation ('WMAC') and Winda-Mara Housing Limited ('WMHL') work together to deliver safe, secure and affordable housing solutions for eligible Aboriginal and Torres Strait Islander community members living in far southwest Victoria.

The activities, principles, policies and elements that contribute to and regulate the housing schemes of WMAC and WMHL are collectively referred to as the Winda-Mara Housing Program ('WMHP').

The WMHP's policies and procedures are designed so that its practice and service delivery align with the following cultural statement:

Our vision is to create a thriving community where Aboriginal and Torres Strait Islander people have access to safe, affordable, and culturally appropriate housing. We aspire to empower individuals and families through improved health, education, and wellbeing, fostering a strong sense of identity and pride in our cultural heritage. Through collaboration and sustainable development, we aim to build a future where every member of our community has the opportunity to flourish and succeed.

1. Scope

This is a WMHP Policy. It applies to all residential tenancies managed by WMAC or WMHL.

2. Purpose and Objectives

The purpose of this policy is to provide guidance to renters vacating a property.

3. Provide Notice

Renters must provide WMHP with notice of any planned exits from a WMHP property. This advice must be provided in writing 14 days before the planned leaving date.

4. Renter's Responsibilities

All renters vacating a property are expected to leave the property in a reasonably clean condition:

- renters will ensure that the property is clean;
- personal belongings and rubbish are required to be removed from the property;
- where a renter resides in a property where a fridge has been provided, ensure all food has been removed and the fridge has been cleaned;
- if furniture was provided at the commencement of the tenancy, ensure that this is in the property when vacating;

- renters should disconnect any utility accounts that may be in renters' name;
- renters also should redirect mail to their new forwarding address;
- if the property has a garden, it is to be left in a clean and tidy condition; and
- where modifications have been made to the property, return the property to condition at time of signing the residential rental agreement. Renters are encouraged to discuss with the Housing Officer if there are concerns about this process.

5. Final Inspection

WMHP will schedule a time to meet with the renter at the property to conduct a final exit condition report. At that time, the renter will provide advice to WMHP on any damage or maintenance concerns with the property. Any modifications made to the property during tenure will need to be addressed.

6. Return of Keys

WMHP will also provide renter with advice regarding the return of the keys. Ensure that all keys including letterbox keys are returned to WMHP.

Please note that rent is continued to be charged until keys are returned.

7. References

7.1 External or Statutory Requirements

This policy complies with the following external legislation or requirements:

- *Residential Tenancies Act 1997 (Vic)*

7.2 Internal Requirements and Forms

This policy refers to the following internal documents, which are available in the WMP Document Register:

- WMHP Property Inspection Policy
- WMHP Building Modifications Policy
- WMHP Goods Left behind Policy
- WMHP Renter Charges Policy

8. Review

This policy will be reviewed every two years or earlier if the legal, regulatory, and contractual environment requires.

WINDA-MARA ABORIGINAL CORPORATION

21 Scott St (PO Box 42)
Heywood VIC 3304
P: 03 5527 0000

107 Thompson St
Hamilton VIC 3300
P: 03 5527 0090

wmac@windamara.com
ABN 71 636 105 116
ICN 1239

Approval Authority	Board of Directors WMHP Sub-Committee
Governing Authority	WMHP Sub-Committee
Document Type	Policy & Procedure
Policy applies to	All Staff and WMHP Tenants
Responsible position for Review and Actioning	Asset & Corporate Operations Manager
Date of commencement	16-07-2024
Date of this approval	16-07-2024
Projected Review Date	16-07-2026
Document Number and Storage	WMHP-P30 Folder location W: 1.5.4

AMENDMENT HISTORY

Date	Version	Approved by	Amendment Notes
16-07-2024	1.0	Board of Directors	New Document. Full review from previous ToR incorporating new Housing Program