

# Tenancy Sign Up Policy

<b>Responsible Manager</b>	Manager, Housing
<b>Head of power</b>	<i>Local Government Act 2009 Local Government Regulation 2012 Housing Act 2003 Housing Regulation 2003 Residential Tenancies and Rooming Accommodation Act 2008 Housing Policy</i>
<b>Authorised by</b>	Council
<b>Authorised on</b>	30 June 2021
<b>Implemented from</b>	July 2021
<b>Last reviewed</b>	2021
<b>Review history</b>	2017
<b>To be reviewed on</b>	June 2023
<b>Corporate Plan</b>	People, Sustainability and Prosperity

## 1. Purpose

Council is strongly committed to ensuring that the local government principles are reflected in the Termination of Tenancy Policy.

### 1.1. Overview

This policy sets out the principles to be followed when a Tenancy Sign up is conducted for Social Housing Properties. Our aim is to ensure:

- a) tenants have an opportunity to read the agreement and are provided with information about their rights and responsibilities and Council's rights and responsibilities before entering a legally binding agreement.

## 2. Application

This policy applies to all Council social housing tenants, including employees. Councillors, contractors, agents and assigns of Council.

## 3. Legislation/Policies

This policy is established with reference to obligations specified in the relevant legislations and works in conjunction with Council's Tenancy Sign up Procedure.

## 4. Provisions

Torres Strait Island Regional Council's tenancy sign up process establishes the formal tenancy arrangements between the tenant/s and Council and marks the beginning of the tenant/lessor relationship.

Once an applicant has accepted an offer of housing from Council, applicant must sign a general tenancy agreement to become a tenant and take legal responsibility for the tenancy.

All tenants are required to pay a minimum of two weeks' rent at the time of sign up.

Manager Responsible for Review:

Manager, Housing



**Adoption:** 30 June 2021

Hollie Faithfull

**Due for Revision:** 30 June 2023

A/Chief Executive Officer