

## 2.1.5 Securing leasehold properties



### **Preamble**

Women's Housing Company (WHC) is a community housing association as part of the social housing system in NSW. WHC provides long term housing for single women and medium term housing through support partnerships.

WHC guarantees the following of all landlord responsibilities as stated in the NSW Residential Tenancy Act 1987.

WHC aims to be transparent in all its decisions and to act in a fair manner at all times. Serious matters such as termination of tenancy agreements are thoroughly considered and applied as last action when all other options have been exhausted.

---

### **POLICY**

---

Women's Housing Company will enter into lease agreements with Real Estate Agents only, and commit to abide by the Residential Tenancy Act 1987.

WHC then sublets these leasehold properties to tenants. The tenant communicates with WHC as the landlord, not the Real Estate Agency.

Leasehold properties are located in specified Local Government Areas (LGA) where research has identified a need for affordable housing for single women. The amount of rent Women's Housing Company is able to pay is limited. WHC is advised quarterly (Housing NSW rent & sales report) on the median rents per one-bedroom unit for each LGA and we only pay up to this amount.

If the median rent is higher than that of the category (e.g. Inner Ring, Outer Ring) the limit is the median for the category; the absolute limit is the overall median (across all rings).

In cases when a property was initially rented via a Real Estate Agency and management is taken over by the owner at a later stage, the Senior Housing Manager will make an assessment if the tenancy should be continued or terminated. This will depend on the condition of the property, the length a WHC tenant has resided at the premises, the physical ability of the tenant, and the general rental market situation.

---

### **PROCEDURE**

---

The Senior Housing Manager (SHM) monitors the leasehold package register. This involves identifying the LGA and the maximum rent to be spent.

The housing worker searches the internet for availability. Each identified property must be inspected and assessed against the standards of WHC properties see [2.1.2](#)

#### **Standard Properties.**

If the property is in acceptable condition, the housing worker applies for the property. Once secured the housing worker completes the 'New Leasehold Property' form, to be approved by the SHM. The accounts team will enter all details in the tenancy database (TMS).

---

**Date developed: 2000**

**Date/s policy was ratified and/or changed by Board: 28/8/07**

**Note:** Procedures are designed to guide the implementation of a policy and will be updated on a regular basis as part of ongoing best practice service improvement.