



## Community Housing Newsletter

DECEMBER 2017

### Team Update

As you may or may not be aware, Marcus Hodge retired from the maintenance officer position in September.

David Roan has now been appointed to the position. David has been filling in the maintenance officer position since Marcus has left. David will be great asset to the Community Housing team, so please make him feel welcome if you see him working on location.

### Additional Occupants

If you wish to have someone stay at the premises with you, on a long term basis, you will need to

provide a letter of request to us. It is a breach if you have an

unauthorised person residing at the premises without our knowledge. The additional occupant is noted on your lease as someone residing with you. Being an additional

occupant does not guarantee an ongoing lease with Community Housing.

### Neighbourhood Disturbances

The Christmas/New Year season is almost here, which is the time to celebrate with friends and family. If you plan on having people over during the festive season, please be considerate and respectful of your neighbours. Please note that you will be held responsible for the actions of your visitors.

### Alterations to premises

Please note if you are wanting to install, renovate, alter or add anything to the premises, you need to ask permission from your housing provider (aka us). This includes:

- Installing fans/air conditioning
- Painting interior of premises
- Installing other forms of flooring
- Installing exterior/interior blinds
- Adding items on windows or doors

If given permission, tenants will be responsible for the installation of such items (if permission granted) as well as paying costs toward ongoing maintenance and/or removal of the alterations.



### Pets

Before you are thinking of having a pet, please be aware that you need to seek permission from your housing provider. Anglicare North Coast will consider pets under special circumstances, if tenant/s have ongoing health issues. All pets need to be registered under the companion animals act, and a supporting letter from your doctor should also be provided.

### OFFICE CLOSURE DATES

#### Office closed

Friday 22nd December 2017  
(minimal staff on duty)

#### Christmas Day

Monday 25th December 2017

#### Boxing Day

Tuesday 26th December 2017

#### New Years Day

Monday 1st January 2018

#### Office opens

Wednesday 3rd January 2018 at 9.00am

### CH Tenants' Survey

#### Community Housing Tenant

**Survey is included with this Newsletter. We ask that you fill out, and send back to our office in the self addressed envelope provided, by the due date.**

**This survey is confidential, but if you wish to address any matters with us, please note on the survey and will we contact you.**

**Your feedback is greatly appreciated!**

