

Policy Manual
Policy 3.10

Establishing and Maintaining Tenancies
Additional Occupants

Policy Title: Additional Occupants
Policy Number: 3.10
Version Number: 3.10.1
Supersedes Number: 3.9.2 (2009)

Approved by: Wentworth Board of Directors
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1. Purpose

- 1.1 The purpose of this policy is to identify the circumstances under which tenants may have additional occupants in their property
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2. Policy

- 2.1 Wentworth respects the right of its tenants to have visitors stay with them at their property. Wentworth also aims to provide a safe and peaceful housing environment for its tenants and near-by communities. Tenants are responsible for ensuring that:
- Members of their household and visitors to their property meet the standard of behavior required by Wentworth under the Residential Tenancy Agreement.
 - They receive approval from Wentworth before new people join the household or visitors stay more than 4 weeks (28 days).
 - If they receive a rent subsidy, the income of all people living in the household (including visitors who are staying more than 28 days) is declared to Wentworth.
- 2.2 **Additional Occupants**
- 2.2.1 An additional occupant is a person living in a Wentworth dwelling who is not a member of the household approved by Wentworth at the beginning of the tenancy.
- 2.2.2 Tenants need to ask Wentworth for permission before allowing an additional occupant join their household. If they do not, and the additional person has exceeded the period allowed for visitors, that person will be considered to be an unauthorised occupant.
- 2.2.3 Additional occupants may be people who have left the property for a period of time and have later returned. They may be a member of the tenant's family or a tenant's de facto. They may be a visitor who is staying with the household for more than 28 days. Even if they have previously lived in the home, the tenant must tell Wentworth that they have returned.
- 2.2.4 Tenants must apply to Wentworth before allowing additional people to join their household. In most cases Wentworth will approve applications for additional occupants if:
- it does not cause severe overcrowding, and
 - the additional occupant does not have a poor record of tenancy with Wentworth, and
 - Wentworth is reasonably satisfied that nuisance will not occur by allowing the person as an additional occupant.
- 2.2.5 If we approve the application, the new person will be an approved member of the tenant's household. We will re-calculate the rental subsidy based on the new household income.

Unauthorised Occupants

2.2.6 An unauthorised occupant is a person living in a Wentworth dwelling who has overstayed the period allowed for visitors and has not been approved to join the household. If tenants have unauthorised occupants living with them, their rental subsidy may be cancelled. This may be considered Rental Subsidy Fraud. Unauthorised additional occupants are not eligible for Succession of Tenancy. See the policy on Succession of Tenancy.

2.3 Visitors

2.3.1 A visitor is a person temporarily hosted by the tenant or tenant's household for a period of up to 4 weeks (28 days). If a tenant wants their visitor to stay for longer than 28 days, the tenant must apply for the visitor to be approved as an additional occupant.

2.3.2 In general, tenants do not need Wentworth approval to have a visitor stay with them for up to 4 weeks (28 days). However, in certain circumstances Wentworth may apply restrictions on visitors, If a restriction on visitors has been applied to a tenant, the tenant must seek approval from Wentworth for any visitor that stays with them for more than 3 consecutive days.

See Visitor Restriction below

3. Responsibility

Client Service Officers	Effectively implement additional occupant policy
Housing Services Manager and Client Services Managers	Monitor consistent and fair policy application

4. Definitions and References

RTA	<ul style="list-style-type: none">Residential Tenancy Agreement
NCAT	<ul style="list-style-type: none">NSW Civil and Administrative TribunalResidential Tenancies Act 2010
Related Policy	<ul style="list-style-type: none">Succession of TenancyRent & Income Reviews
