



Property Modifications

Fact Sheet

What is a property modification?

A property modification can be anything from a minor modification, such as hanging a picture on the wall, to a major modification, for example, installing a patio. For some modifications, you will need our approval, before you make the change.

Minor modifications – No approval required

You can make certain minor modifications, without seeking our approval. Examples include:

- hanging pictures on the wall,
- installing curtains or blinds,
- putting a lock on a gate or letterbox,
- having a telephone or internet connection installed,
- installing a child safety device on a window,
- making changes to the garden (new plants, lawn, small trees),
- family violence related modifications (you will need to advise us, in writing, that a security modification is being made).

Minor modifications – Approval required

You will need to request approval if asbestos containing materials are present or to install the following minor modifications, by completing a **Form 26** Minor Modification Request.

- a water efficient shower head,
- a hand held shower head,
- a lever style tap,
- a security light, alarm system or security camera.

You will be notified of the outcome of your request, within 14 days of us receiving it.

Furniture and child safety

You will need to request approval to secure furniture to a wall for the safety of a child or a person with a disability. By completing a **Form 24** Request to Lessor to Affix Furniture.

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You will be notified of the outcome of your request, within 14 days of us receiving it.

Other modifications

For all other, major modifications, you will need to request approval, by completing a **Form 27** Request to make major modification. You may need to provide additional information.

You will be notified of the outcome of your request, within 28 days of us receiving it.

General requirements

- For modifications requiring our approval, you must have our written approval, before work commences.
- All works must be carried out by a qualified trades person and licensed contractor, who has Personal Liability Insurance. You must provide a copy of their quote for the modification on company letterhead, showing their ABN/Trade License.
- If the work carried out is electrical, you must provide a Certificate of Electrical Safety after installation.
- If the work carried out is gas related, you must provide a Notice of Completion after installation.
- If you are installing a gun cabinet, any firearms stored must be licensed and the gun cabinet must meet all specifications in accordance with the Firearms Regulation 1974.
- You are responsible for all maintenance and repairs relating to the modification
- Strata Company approval is required for all modifications to strata titled properties
- We will consider reimbursement for family violence related property modifications, only.
- You may be required to remove the modification when vacating the premises. Tenant liability will be charged if the modification is not removed where required.

Additional requirements for structural modifications

- Approval must be granted by the Housing Authority Permit Authority who have delegated powers under the Building Act 2011.
- You are responsible for all costs (e.g. applications, permits).
- You must provide a copy of a current Contents Insurance Policy (incorporating Personal Liability Cover). This must be held by you for the duration of the installation of the structural modification and for the remainder of the tenancy or until the structural modification has been removed.

All forms (24, 26, 27) can be downloaded from <http://www.demirs.wa.gov.au/renting>. You can also visit or contact a Department of Communities (Housing) office and we can provide you with a copy of the appropriate form.