ACCESS 2 PLACE HOUSING

DISABILITY MODIFICATIONS AND ALTERATIONS INFORMATION

At Access 2 Place (A2P), we understand that tenant needs may change over time and that some tenants may require property modifications or alterations to support their independence. To request changes, tenants must submit a written request. Depending on the nature of the modification, supporting documents—such as an Occupational Therapist's Report or Incident Reports—may be required. Major works may need additional documentation.

No work should begin without written approval from A2P. Any unauthorised or defective work may need to be removed or repaired at the tenant's expense. All repairs and trades must be approved by A2P, and specialised work must be completed by licensed professionals.

For properties leased from the South Australian Housing Trust (SAHT), additional approval from the relevant SAHT regional office is required and must be arranged through A2P. Requests that align with SAHT's Disability Modifications Policy will be assessed by A2P's Property Development Manager, which may include a property inspection. Larger projects—such as verandahs, shade sails, or high fences—may also need council approval.

A2P will confirm whether a request is a required "Disability Modification" or a preferred "Alteration." Modifications that enhance safety will be prioritised.

When reviewing requests, A2P considers:

- The reason for the request
- Planning and building requirements (e.g. council approvals)
- Approvals from others (e.g. neighbours for fencing)
- Safety and long-term costs
- Who will be doing the work and their qualifications
- What happens to the modification if the tenant moves out
- Whether alternatives were considered (e.g. transfers, assistive tech)
- Potential impact on others (e.g. household, neighbours)
- **Compliance with Restrictive Practices must include proof of authorisation with the request**.

A2P will reasonably consider all requests that support independent living. If the requested change goes beyond the landlord's responsibility under the Tenancy Agreement, the tenant or their representative will be responsible for the cost.

When vacating the property, tenants must return the home to its original condition or, with A2P's approval, may leave the adaptation in place for future tenants.

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DISABILITY MODIFICATIONS AND ALTERATIONS FORM

Tenant Name:_____

Property Address: _____

Best contact Number/email: _____

Please provide the reason, a brief description and location of request modification/alteration:

_____

_____

_____

_____

Tenant Declaration:
I have read and understood the information provided in this document, which includes my responsibilities and the responsibilities of A2P in relation to the modification/alteration I have requested.

Print Name: _____ Date: ___/___/_____

Signature (tenant/guardian): _____

FOR OFFICE USE ONLY – A2P Representative

☐ **Approved – A2P to coordinate and fund**
The request has been approved. A2P will arrange, cover the cost of the works and maintain.

☐ **Approved – Tenant to arrange and fund**
The request has been approved. The tenant is responsible for organising, funding the works and maintaining. When vacating, tenants must rectify any changes and repair related damage. Alternatively, they may choose to donate the adaptation to the next tenant, subject to A2P's approval.

☐ **Not Approved – The request is not approved at this time**
Reason: _____
_____

Print Name: _____ Date: ___/___/_____

Signature:_____