



## TENANCY SIGN UP POLICY

SPO16

<b>Responsible Manager:</b>	Executive Manager Housing Services
<b>Head of power:</b>	<i>Local Government Act 2009 (Qld)</i> <i>Local Government Regulation 2012 (Qld)</i> <i>Housing Act 2003 (Qld)</i> <i>Housing Regulation 2003 (Qld)</i> <i>Residential Tenancies and Rooming Accommodation Act 2008 (Qld)</i> Housing Policy PO12
<b>Authorised by:</b>	Council
<b>Authorised on:</b>	July 2017
<b>Implemented from:</b>	July 2017
<b>Last reviewed:</b>	N/A
<b>Review history:</b>	N/A
<b>To be reviewed on:</b>	June 2019
<b>Corporate Plan:</b>	Environment

## 1. POLICY STATEMENT

- a) Torres Strait Island Regional Council's tenancy sign up process establishes the formal tenancy arrangements between the tenant/s and Council and marks the beginning of the tenant/lessor relationship.
- b) Once an applicant has accepted an offer of housing from Council, applicant must sign a general tenancy agreement to become a tenant and take legal responsibility for the tenancy.
- c) As the general tenancy agreement is legally binding, Council will ensure that tenants have the opportunity to read the agreement and are provided with information about their rights and responsibilities and Council's rights and responsibilities before signing.
- d) All tenants are required to pay a minimum of two weeks' rent at the time of sign up.

## 2. SCOPE

This Policy applies to all Council social housing tenants, including employees, Councillors, contractors, volunteers and agents of Council.

## 3. PROCEDURE

This Policy is to be used in conjunction with Tenancy Sign up Procedure SPO16-PR1.

## 4. AUTHORISATION

This Policy was duly authorised by Council as Torres Strait Island Regional Council Tenancy Sign up Policy on 19 July 2017 and shall hereby supersede any previous policies of the same intent.



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**Chris McLaughlin**  
Acting Chief Executive Officer

**Date: 19 / 07 / 2017**