

**Policy No:** BAYSA 08  
**Policy Title:** Inspections  
**Review Date:** April 2022

## 1. Purpose

This document outlines details pertaining to the inspections of BAYSA properties by BAYSA Housing.

## 2. Scope

This policy applies to all BAYSA properties, tenants, and prospective tenants.

## 3. Policy

BAYSA Housing, as Landlord, has the right to enter a property, room or site to carry out certain inspections, and tenants have a duty to allow them to do so. BAYSA Housing seeks to complete inspections as stipulated in the [Residential Tenancies Act 1997](#)

However, inspections will only occur at a date and time agreed to with the tenant or by using the appropriate written notice to enter between 8:00 am and 6:00 pm on any day except public holidays, for any reason as outlined in the Residential Tenancies Act.

BAYSA Housing can enter if the tenant is not at home, providing that an agreement has been reached or adequate and appropriate written notice has been given in the form required. However, BAYSA Housing will always seek to arrange inspections for times which suit both tenants and their support workers to be present at the property.

Further details of the rights of both tenants and landlords can be found at the [Consumer Affairs Victoria website](#).

## 4. Definitions

**Tenant** – a tenant, occupant or resident legally residing in a BAYSA property

## 5. Responsibilities

**BAYSA Housing Management** is responsible for:

- The development, implementation and review of this Policy.

**Workplace Participants** are responsible for:

- Complying with this policy.

## 6. Policy Application

This policy will be applied in line with BAYSA Housing Funding and Service Agreement and program level procedures.

## 7. Legislation, Acts, Standards

[Residential Tenancies Act 1997](#)

[Homelessness Services Guidelines and Conditions of Funding \(section 4\)](#)

QIC Health & Community Services Standards 7<sup>th</sup> Ed

Human Services Standards (HSS)

**8. Related Documents**

NIL

**9. Appendices**

NIL

**10. Document History**

<b>Version Number</b>	<b>Approval Date</b>	<b>Approved By</b>	<b>Brief Description</b>
V1	April 2019	ED Client Services	New BAYSA Policy.
<b>Custodian</b>	Manager Youth Services		