

# VCCH - ELIGIBILITY AND ALLOCATIONS – ROOMING HOUSE RENTER REQUIREMENTS PROCEDURE

<b>Name of Procedure:</b>	VCCH - Eligibility and Allocations – Rooming House Renter Requirements Procedure
<b>Approval Authority:</b>	CEO
<b>Date effective:</b>	14 May 2026
<b>Due to be reviewed:</b>	14 May 2029
<b>Accountable Officer:</b>	EGM Housing and Property Strategy
<b>Responsible Officer:</b>	Head of Housing and Partnerships
<b>Procedure applies to:</b>	VincentCare Community Housing

## 1. Purpose

- 1.1 The purpose of this Procedure is to establish VincentCare Community Housing’s (VCCH) approach to managing rooming houses.

## 2. Scope

- 2.1 The procedure applies to:
- a) VCCH; and
  - b) all staff in the Tenancy & Property Management program.
- 2.2 For the purpose of this procedure the term ‘renter’ is inclusive of the term resident.

## 3. Policy

- 3.1 VCCH Eligibility and Allocations Policy

## 4. Definitions

WORD/ TERM	DEFINITION
Rooming house	A property in which two or more unrelated adults each have occupancy rights to their own room (usually a bedroom) and share common areas.

*Table One - Definitions*

## 5. Procedures

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- 5.1 VCCH manages a number of transitional housing properties as rooming houses in accordance with the Rooming House provisions of the Residential Tenancies Act 1997 (Vic).
- 5.2 Transitional housing rooming houses are classified as Class 1b under the Building Code of Australia.
- 5.3 Rooming house renters are required to sign rooming house agreements in place of a residential rental agreement.
- 5.4 Each renter of a Transitional Housing Management (THM) rooming house must have a housing plan and would normally receive support from the same agency. Renters in long term rooming house accommodation are not required to have housing plans or support.  

VCCH, together with the rooming house's support agency, establishes house rules for THM rooming houses.
- 5.5 The house rules describe the rules that renters must follow, including:
  - a) Respecting other renters' right to peace and quiet;
  - b) Not damaging property or behaving in a violent manner;
  - c) Keeping rooms clean; and,
  - d) Not using any part of the property for illegal purposes or activity
  - e) Interact with other residents in a way that upholds dignity, respect and inclusion for everyone
- 5.6 The Manager Housing will confirm that the house rules do not contravene the Rooming House Provisions of the Residential Tenancies Act 1997 (Vic)
- 5.7 Residents will be provided with a copy of the rules at sign-up and must agree to the rules.
- 5.8 The Tenancy and Property Worker (TPW) will ensure a copy of the rules is displayed on the back of each bedroom door in addition to Consumer Affairs Victoria's document Rights and Duties of a Rooming House Resident.
- 5.9 Changes to the house rules in THM rooming houses must be negotiated between the TPM and the support agency. The TPM must notify the residents in writing at least seven days before changes come into effect

## 6. Supporting Documentation

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- 6.1 Eligibility for Long Term-Housing Procedure
- 6.2 Rooming House Renter Requirements Procedure
- 6.3 Transitional Housing Procedure
- 6.4 Allocation of Long-Term Housing Procedure
- 6.5 Rent Setting and Hardship Procedure

## 7. Legislative and Regulatory Obligations and Quality Alignment

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7.1 This Procedure supports SVDPV's alignment with the following legislation or quality standards:

- a) [Housing Act 1983](#)
- b) [Public Health and Wellbeing Act 2008 \(Vic\)](#)
- c) [Residential Tenancies Act 1997](#)
- d) [Performance standards for registered housing agencies](#)
- e) [Rainbow Tick Standards - 3rd edition](#)