



COMMUNITY HOUSING LTD
GROUP OF COMPANIES

REPAIRS AND MAINTENANCE

Community Housing Limited will provide & maintain its properties in a good state of repair.

CHL has developed benchmark property standards and we will make sure that the properties we manage meet these standards. This includes ensuring that we attend to both large items, e.g. new kitchens, carpets etc and also less expensive matters such as re-hanging doors.

How do tenants make a request for repairs?

Tenants should always deal directly with CHL through the call centre on 1300 4 CHL REPAIR. For leasehold tenants in particular, we ask that you do not directly contact either the agent or the owner. Call or come into our office to make a request. CHL keeps records of all correspondence and this may become very important at the end of your tenancy.

How long should tenants wait for things to be fixed?

Our highly trained agents will help to diagnose your repair query and will assess whether your request is an emergency, urgent or a routine repair.

Type of Repair	Description & Time-frame
Urgent Repairs	Consists of those which may cause serious harm towards a person or serious damage to the property E.g. Storm, fire damage, gas leak, serious roof leak, a burst water service or sewage blockage and other faults that make the premises unsafe
Priority Repairs	Consists of those which may cause serious damage to the property and must be maintained within 24 hours of filing the request to reduce the risk of it becoming an urgent matter. E.g. failure of stove, oven or hot water service
Normal Repairs	Consists of those which are not threatening to a person or damaging to the property but still need to be repaired within a 21 day time frame

For leasehold properties the landlord is responsible for routine repairs. In most cases CHL will get urgent work fixed within 4 hours. The response times to each category may vary depending on where you live.

What type of maintenance will CHL attend to?

There are some items that tenants commonly request that we are unable to assist with. Some of these matters are:

- Supply and installation of air conditioners or heating
- Landscaping and gardening
- Intruder alarm systems
- Installation of swimming pools
- Patios or pergolas
- Telephone supply and connections
- Installation of satellite or other pay TV services
- Supply and installation of grills, grids or shutters to windows
- Some types of pest control

IMPORTANT: Where tenants have a serious medical problem or a disability, we can often provide additional assistance. See Fact Sheet 11.

Can tenants organise work to the property if they are willing to pay for it?

If tenants wish to undertake maintenance themselves, then they must apply in writing. Tenants should also speak to one of our Area Managers who will provide them with all of the conditions that tenants might have to meet. These conditions can vary depending on the type of work being done and who will be completing the work.

How do tenants contact CHL outside of office hours?

CHL has an out of office hours call centre, 1300 4 CHL REPAIR. This number also appears on your Tenancy Agreement front page. We ask that you use the hotline out of hours for emergencies only.

What can tenants do if things are taking too long to get fixed?

Tenants are to call the 1300 4 CHL REPAIR call centre who will help follow up on work not done or work not done correctly. CHL also has a formal complaints and appeals process where tenants can have their issues further investigated and resolved.

Any Questions

If you have any questions about the information in this Fact Sheet or on any other housing related matter, please contact your nearest Community Housing Limited Office or visit our website

www.chl.org.au