

Tenant-Initiated Modifications and Upgrades Guideline

Section 1 - Purpose

(1) To provide a consistent approach to assessing tenant requests for property modifications or upgrades.

Section 2 - Overview

(2) The Diocese will not fund or install modifications or upgrades (e.g., air conditioning units) in tenanted properties unless they are included in the original lease.

(3) Tenants may apply to install modifications or upgrades at their own cost, subject to written approval and compliance with the conditions set by the Diocese.

(4) All requests must comply with the [Residential Tenancies Act 2010 \(NSW\)](#) and relevant building regulations.

Section 3 - Guideline

1. Request Submission

(5) Tenant submits written application via Property Manager, including:

- a. Details of proposed modification (type, location and photos of the proposed impacted area(s)).
- b. Proposed installer details (must be licensed and insured).
- c. Confirmation of cost responsibility for installation and maintenance.

2. Initial Review (Property Manager)

(6) Checks submission against lease terms and conditions.

(7) Determine reasonableness of the request and whether it should be considered.

(8) Confirm compliance with [Residential Tenancies Act 2010 \(NSW\)](#).

(9) Submit all application information to the Property facilities team for review (if suitable).

3. Minimum Criteria (Property Facilities team)

(10) The proposed works align with the Diocese's current and future needs for the property and will not negatively impact the value of the property.

(11) Assess the works against building codes and Council regulations (e.g. [Protection of the Environment NSW Noise Control Operations \(Noise Control\) Regulation 2017](#), [National Construction Code 2025](#)).

(12) Check there is no adverse impact on building systems (e.g. fire system or electrical capacity) or other tenants.

(13) If all relevant criteria are satisfied, provide a detailed approval or rejection notice for the application.

4. Approval Conditions

(14) Obtain written agreement from the tenant, via the property manager, outlining removal and repair obligations

(15) Ensure the Installation is completed by a qualified company only (this may include using the Diocese's pre-approved contractors).

(16) The Diocese Property facilities team must inspect all works upon completion to ensure the agreed scope has been delivered to acceptable standards.

(17) Tenant agrees to pay all costs (installation, maintenance, removal) and restore the property to its original condition upon vacating, if requested by the Diocese.

5. Communication

(18) Decision communicated in writing, by the Property Manager, with conditions attached.

6. Record Keeping

(19) Property Manager to maintain a register of all requests and outcomes.

(20) The Property Facilities team will add approved asset(s) and changes to the floor plans, in MEX for future reference.

Status and Details

Status	Current
Effective Date	31st March 2026
Review Date	31st March 2029
Approval Authority	Director Property and Housing
Approval Date	31st March 2026
Expiry Date	To Be Advised
Unit Head	Ray Bowen Director Property and Housing
Enquiries Contact	Mark Mazzitello Manager Strategic Assets <hr/> Property Services