



Community Lease Housing Program Guideline

The SA Housing Authority (the Authority) leases properties to be used for this Community Lease program in line with the [Specialised Housing Programs Policy](#).

Properties leased under this Community Lease program are used for predominantly non-residential purposes.

Programs and services typically delivered from these properties empower individuals and groups with skills and resources to effect change in their communities, and to overcome poverty and disadvantage. Properties are leased where the services align with or support the strategic priorities of the Authority.

Organisations may return properties that no longer meet their needs because of location, neighbourhood issues or suitability of property for the program.

The Authority may ask an organisation to return properties for asset management or redevelopment requirements.

In all cases, the Authority may provide a replacement property but is not required to do so.

Organisation responsibilities

Organisations are responsible for:

- managing and reporting maintenance in line with the [Specialised Housing Programs Maintenance Guideline](#)
- paying all expenses and accounts the Authority isn't responsible for in line with the lease agreement schedules
- providing specified data and reports by the reporting dates in line with the lease agreement schedules
- independently auditing financial reports
- checking the lease agreement schedules match the properties under their control.

SA Housing Authority responsibilities

The Authority is responsible for:

- paying all expenses and accounts for items listed as their responsibility in line with the lease agreement
- contract management of lease agreements
- reviewing compliance data before a lease agreement is renewed
- carrying out property visits (as required, using a sample or risk-based approach) to determine if properties are being maintained to the [SA Housing Authority Maintenance Accommodation Standards](#).

Related documents

- [Specialised Housing Programs policy](#)
- [Specialised Housing Programs procedure](#)
- [Specialised Housing Program Maintenance guidelines](#)
- [SA Housing Authority Maintenance Accommodation Standards](#)

Roles and Responsibilities

Position	Responsibility
Organisation with a property on community lease	<ul style="list-style-type: none"> • manage maintenance in line with the Specialised housing programs maintenance guideline and specific lease conditions • pay all expenses in line with the lease agreement schedules • provide reports in line with the lease agreement schedules • ensure financial reports are independently audited <p>ensure the lease agreement schedules match the properties under their control.</p>
SA Housing Authority	<ul style="list-style-type: none"> • pay expenses in line with the lease agreement • manage contracts and lease agreements • review and assess compliance data before a lease agreement is renewed • visit and assess properties as appropriate to determine if they are being maintained to the SA Housing Authority Maintenance Accommodation Standards <p>consider providing replacement properties when requested</p>