|  |  |  |
| --- | --- | --- |
| **Specialist Disability Accommodation (SDA) Service Agreement** | | |
|  | |  |
|  | | You can ask for help to read this document. A friend, family member or support person may be able to help you |
|  | |  |
| **What’s in this document?** | | |
| |  |  | | --- | --- | | Who is making this Agreement? | 3 | | What is expected of the resident? | 4 | | What is expected of the service provider? | 4 | | What do you have to pay for? | 6 | | How will payments be made? | 7 | | How to make changes  Rent payments  When can your SDA provider enter your SDA? | 7 | | How to end the Agreement | 7 | | What to do if there is a problem? | 7 | | When can the Property Manager come into your home? | 8 | | Conflict of Interest | 8 | | Goods and services tax (GST) | 8 | | Fire and Safety Features | 8 | | Your contact details | 9 | | The SDA service provider’s contact details | 9 | | Signatures | 10 |   **Who is making this Agreement?** | | |
|  | The name of the participant or their trusted person:  ………………………………………………………………………………………………………………………..  The name of the SDA service provider:  Kyeema Support Services | |

**What is expected of the resident?**

This section explains your responsibilities.

|  |  |
| --- | --- |
|  | pay rent and board on time |
| The 50 most common house rules in the UK - Netmums | follow the House Rules |
|  | treat others with courtesy and respect |
|  | talk to Kyeema if you have any concerns |
|  | you must tell us if you want to move out of your home. You need to tell us 60 days before you move. |
|  | let Kyeema know if you stop being a NDIS participant |

**What is expected of the service provider?**

This section explains the service provider's responsibilities.

|  |  |
| --- | --- |
| A Safe Home - Live Clarence Live Clarence | provide you with a safe and secure home |
| Terminating the Tenancy via a 60-Day Notice - Schorr Law | give you 60 days’ notice before increasing the rent or board |
|  | provide you with an SDA residency agreement and an information statement |
| Active Listening in the Workplace - Odgers Interim | we must listen to you |
|  | We must fix or replace things in your home when they are broken |
|  | We must help you when you are not happy with something about your home |
| Jurors: Following Their Conscious or The Law | QueenSt8OfMind | We must follow the law |
|  | We must keep your information private |
| Understand Your Risk: Insurance Broker vs. Going Direct - Omnisure | We must have insurance in place to keep your home safe |

**What do you have to pay for?**

|  |  |
| --- | --- |
|  | **Rent** |
| dark brick single storey house | your home |
|  | **Board** |
| Top 50 quick meals | meals |
|  | consumables |
| Community Utilities | Brownsville Oregon | utilities such as water and electricity |
| 5 Essentials for a functional and stylish laundry renovation | Balnei &  Colina | use of the whitegoods such as the washing machine and dryer |
| Buy Leman Fabric Lounge | Harvey Norman AU | furniture in the home |

**How will payments be made?**

This section explains who will pay the invoices, and how they will be paid.

Rent and board payments will be paid by Centrepay, cash or cheques.

The amount and ways to pay are listed in the SDA Residency Agreement SDA-04.

**How to make changes**

If I need to change anything about my support, I will discuss it with Kyeema.

**How to end the Agreement**

Your agreement for your accommodation in the SDA home can end for several reasons.

Refer to the SDA Residency Agreement Information Statement SDA-07, 15. ‘When does your agreement end?’

**What to do if there is a problem?**

|  |  |
| --- | --- |
|  | This section explains who to talk to if there is a problem.  There’s more information about this in your residency agreement |
| The contact person is: ……………………………………………………………………………. | |
| Their phone number is: …………………………………………………………………………… | |
| Their email address is: ……………………………………………………………………………. | |
|  | If you don't have any success getting your problem fixed, you can contact the NDIA. |

**When can the Property Manager come into your home?**

|  |  |
| --- | --- |
| 103,436 Entering House Images, Stock Photos & Vectors | Shutterstock | The Property Manager will give you 24 hours’ notice before they come into your home |

**Conflict of Interest**

|  |  |
| --- | --- |
| Red and green men meet for a treaty. Truce and agreement. Candidates Political Debate. civilized resolution of conflicts disputes, search for compromise. Networking in business. Negotiation platform. Red and green men meet for a treaty. Truce and agreement. Candidates Political Debate. civilized resolution of conflicts disputes, search for compromise. Networking in business. Negotiation platform. truce stock pictures, royalty-free photos & images | Kyeema is the SDA provider for your home and provides supports inside your home  You may choose to use other providers for your supports  All residents will need to agree if they want to change the in-house support provider |

**Goods and services tax (GST)** I will not be charged GST

**Fire and Safety Features**

|  |  |  |
| --- | --- | --- |
| Home Sprinklers | The House Designers | | fire alarms and fire sprinklers |
| How to Create a Fire Evacuation Plan | Travelers Insurance | | building evacuation plan |
| **Your contact details** | | |
|  | Your daytime phone number: ……………………………………………………………………………  Your evening phone number: …………………………………………………………………………..  Your mobile number: ……………………………………………………………………………………….  Your email address: ………………………………………………………………………………………..  Your home address: ……………………………………………………………………………………….  The name of someone we can contact if we can’t get in touch with you: …  …………………………………………………………………………………………………………..  Their phone number: ………………………………………………………………………………………. | |
| **The SDA service provider’s contact details** | | |
|  | Daytime phone number: 55235999  Evening phone number:………………………………………………………………………………….  Mobile number:……………………………………………………………………………………………..  admin@kyeema.com.au | |

 House address: ………………………………………………………………………

**Signatures**

|  |  |
| --- | --- |
|  | Participant name: ……………………………………………..  Signature: …………………………………………………….  Date: ………………………………………………………….  SDA service provider name: Kyeema Support Services  Signature: ……………………………………………………  Date: ………………………………………………………… |