

## Contact details

My TAC home modification representative is:

Phone: \_\_\_\_\_

Email:

**My occupational therapist is:**

Phone: \_\_\_\_\_

Email:

My project manager is:

Phone: .....

Email:

My builder is:

Phone: \_\_\_\_\_

Email:

## Feedback

We are always trying to improve the information we give to our clients. Please email [home\\_modifications@tac.vic.gov.au](mailto:home_modifications@tac.vic.gov.au) with comments or suggestions you have about this brochure.

## Notes

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# Project managed home modifications

We are here to help. We will support you to consider any changes that may need to be made to your home to improve your safety and independence. Modifications can be simple things like a hand rail or access ramp or more complex major structural work.

This brochure explains the process for more complex home modifications and describes the roles and responsibilities for everyone involved.

**Words in bold** are explained on page 2.

## The way TAC home modifications happen

Home modifications involve a number of people working together and can take 6 to 12 months to complete. You can see a timeline of the process involved over the page.

## Process for home modifications approval

We will allocate a dedicated **TAC home modification representative** to help you manage this process and be your main point of contact to:

- Arrange a meeting at your home with an **occupational therapist** who is experienced in home modifications. They will assess your home and look at your needs and goals.
- Review all relevant information including the **occupational therapist's report** when making a decision about your home modifications.
- Approve the home modifications you need because of your transport accident injuries to improve your safety and independence.

## Process to get your home modifications built

The TAC uses Project Management companies to supervise and work with you, or your representative, to complete your home modifications on time and within budget. We can arrange a **project manager** who will:

- Prepare a project plan and work out how much the modifications will cost.

- Let you know what approved modifications can be built at your home based on their building expertise.
- Choose a suitable builder from the Project Management company's list of builders.
- Help you with the design, quote and build of the works.

If your modifications cost more than \$50,000 you will need to sign a **Capital Services Agreement (CSA)**.

One of the requirements listed in the **Capital Services Agreement** is that you will live in your home for 8 years, unless there are exceptional circumstances.

Before the work can start on your home, you will be required to sign a **building contract** with the builder.

## If your home can't be modified

Sometimes your home might not be suitable for the types of modifications you need.

If for any reason your home can't be modified, your **TAC home modification representative** will talk to you about your options.

## After your home modifications are finished

Once your home modifications are finished, your **project manager** will organise a final inspection to check the work. Your **TAC home modification representative** and **occupational therapist** might also be at the final inspection.

This brochure provides an overview of the home modifications process. For more information, and the full policy, visit [tac.vic.gov.au/homemods](http://tac.vic.gov.au/homemods)

