

Name:
Date:
Private Owner Address:
Housing ACT Address:

Dear Private Owner,

Total Facilities Manager for Housing ACT, Programmed Facility Management (PFM) is responsible in the management of the provision and maintenance of boundary and other fencing services for ACT Housing dwellings.

It has been identified that the boundary fence between your property and the Housing ACT owned property requires replacement due to the age/condition of the fence. As your property borders a ACT Housing property, this letter outlines the two approved arrangements to replace your boundary fence. These options are:

Option 1: Private owner to source own Contractor to undertake fencing replacement

- o Private Owner to supply 2 quotes and minimum 2 photos of the fence in its current condition to Programmed for review. Programmed will advise of which quote is approved and will send you a '*Private Owner Letter of Agreement*' to fill in, sign, and send back. Once Programmed have received the form, Programmed will provide written approval for the works to commence.
- o After works have been completed, Programmed will request for photos and documentation to be provided at the completion of the works to be able to process the 50% shared fence costs (these details will be provided in the Approval email sent once the signed '*Private Owner Letter of Agreement*' has been received).

Please note: Programmed may organise for a Project Supervisor to attend and inspect the works completed to ensure works have been completed to Housing ACT and Australian Building Standards prior to reimbursement being processed.

Please be advised that the Private Owner is to advise the Housing ACT Tenant via letter drop, and email HACTFencing@programmed.com.au date and time of expected fence replacement, along with any clearing required.

Option 2: PFM Contractor to undertake fencing replacement

- o Programmed supply a quote of works, plus '*Private Owner Letter of Agreement*' to the Private Owner. The quote does not include cost of clearing any vegetation from within 600mm of the fence. Clearing of the fence line is the responsibility of the property owner.
- o Once the signed form has been received, the fence replacement will be scheduled out to be completed. The vendor completing the works will be in contact via letter box drop to advise of time and date of the fence replacement.
- o Upon completion of the works, Programmed will arrange for a Project Supervisor to attend and inspect the works completed to ensure works have been completed to Housing ACT and Australian Building Standards.
- o Once this has been confirmed, Housing ACT will be in contact with you regarding recouping the shared costs of the fence replacement.
- o Please be advised that there is currently a 6 to 12 month waiting period for this option due to the volume of fencing works that have been requested.

***** **NOTE:** Programmed & Housing ACT will reimburse shared costs **UP TO** a maximum of 1.8m (including sleepers). If the request is for 2.1m height, Housing ACT will reimburse shared cost of 1.8m fence only, the Private owner is to cover the remaining costs.

The condition of your boundary fence requires replacement. This letter is to initiate the process for this replacement. In accordance with the check list outlined above, it would be appreciated if you could please respond to this letter within 21 days.

If you are not the private owner of this property if you could please provide this letter to your landlord or real estate. Should you wish to discuss this letter, please contact us via 62071500.

If you have any further questions relating to the replacement requirement of shared boundary fencing, you can find more information via the '*Common Boundaries Act 1981*', which can be found at <https://www.planning.act.gov.au/redir/l/common-boundaries-act-1981>.