

# Property Modification Request Form

This form is to be used for any request to modify a property managed by the Department of Communities and Justice (DCJ).

Part B is to be completed by DCJ staff.

Please mark relevant boxes with a . If you need more room to answer any questions, please include details on a separate page and attach it to this form.

Client reference number

T File number

Payment reference number

## Part A - To be completed by the client, support person or Occupational Therapist requesting property modifications

### Current client details

Title  
Mr, Mrs, Ms, Miss, Mx

Last name or family name

Given name(s)

Date of birth

Unit/House number  Street/Avenue

Town/Suburb  Postcode

Contact number

Email

### Person the modifications are required for

(leave blank if the modifications are required for the client named above)

Title  
Mr, Mrs, Ms, Miss, Mx

Last name or family name

Given name(s)

Relationship to client

1. Are these changes required to help you live independently?  Yes  No

Refer to Home Modifications on [www.facs.nsw.gov.au](http://www.facs.nsw.gov.au)

2. Briefly describe the modifications being requested.

E.g. shower rail in bathroom, hobless shower, lever taps in bathroom, laundry or kitchen modifications

3. Do you have documentation detailing the modifications that are required, from a medical professional or Occupational Therapist (OT)?  Yes – attach any relevant documentation to this form.  No – check with your local DCJ housing office.

Refer to Q22 [Evidence requirements information sheet DH3001a](#)

If you don't have an OT, please speak to your doctor or other medical professional who can refer you to one.

4. Do you have an NDIS package that supports your need for modifications?  Yes – provide details of your main support provider.  No

Name

Contact details

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**Please submit this form and any relevant documentation from a medical professional related to this request, to your local DCJ housing office.**

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1. Date form is received from client

2. Does this request have any impacts for the current tenancy or a live application, including a transfer on the NSW Housing Register?

Yes

No

3. Date details added to Disability Modifications Register

4. Does the client have all the necessary support to progress the request?

Yes – Add forms & supporting documentation to OneTRIM

No – Discuss any referrals required with client.

5. Are the modifications that are being requested minor or major?

Minor

Refer to [DCJ Housing and LAHC Exchange Guidelines](#) to notify LAHC of request

Major

Complete the [Property Major Modification Request Form – DH3045](#)

(open in IE browser)