

## Specialist Disability Accommodation (SDA) vacancy report

Reporting on vacancies in SDA will help National Disability Insurance Scheme (NDIS) participants find available accommodation quickly and easily.

Homes Tasmania is required to report on SDA vacancies as a condition of NDIS registration.

Our online form will help service providers report on SDA vacancies to meet their reporting requirements to Homes Tasmania.

This form is to be used to report:

- when a vacancy occurs
- when you have filled a vacancy and
- when a property is no longer available.

Specialist Disability Accommodation (SDA) Vacancy Report form

Homes Tasmania will provide reports as required by the National Disability Insurance Agency (NDIA) via the NDIA vacancy bulk upload template.

Vacancy information will be available via the 'SDA Finder' tool on the NDIS internet page.

The SDA Finder tool connects NDIS participants looking for SDA with SDA providers.



## About the form

This table has information on the questions included in the online form and what information you need to provide to answer the questions.

Question	What you need to provide?
Do you want to list or remove a vacancy in one of your SDA dwellings?	Choose: Yes to report a vacancy or remove OR No*
Do you want to list a new vacancy or remove a current listing?	Choose: list a new vacancy OR remove a current vacancy.
Please select your organisation.	Select your organisation from the list provided.  Or select 'Other' and type in the name of your organisation.
Property address	Enter: <ul style="list-style-type: none"> <li>• unit number if applicable</li> <li>• street number</li> <li>• street name</li> <li>• suburb</li> <li>• postcode.</li> </ul> Select state – Tasmania.
Contact details	Provide the contact details for the person completing the form: <ul style="list-style-type: none"> <li>• your first and last name</li> <li>• your email address.</li> </ul>
Do you agree to your vacancy being published in the SDA Finder?	Choose: Yes, to provide consent OR No to not provide consent.
Please indicate any recent or impending resident movement (including dates)*.	Please tell us if you or your tenants have any plans to move rooms or properties over the coming months.  Please provide the tenant's name, tenancy start date or tenancy end date.  You can also leave any comments for the Homes Tasmania in this section.

For more information, please contact [sas@homes.tas.gov.au](mailto:sas@homes.tas.gov.au)