



SWEP Home Modification Easy English Forms for works that cost over \$1,000



**If you need an interpreter service please call:
03 9280 1907**



Why do I need to sign these forms?

These forms are here to protect you. They are to make sure that you get exactly what you need.



Who is the home owner?

The person who has their name on the house title or the council rates notice.



If I pay for the work myself, can SWEP pay me back?

No. SWEP cannot pay you back. SWEP can only fund work that it has placed an order for.



What forms from SWEP will my prescriber explain to me and help me to complete?

- Application for Aids and Equipment

If you are new to SWEP then you will need to fill out this form. You will need to have details like your date of birth and address.

- Confirmation of Disability Form

This form is to show that you have a disability or are frail aged and are eligible for help. A doctor needs to sign this form.

This form is attached to the application form above.

- Prescription Report

Your prescriber will fill this form out for you. It will show your details and what work needs to be done to the house.



- Schedule A- Agreement Between Owner And Builder

This is the form that the home owner signs to agree for the builder to do the work on the house.

- Schedule B- Deed Of Release

This form says that the home owner understands that SWEP or the Department of Human Services (DHS) is not legally responsible for any claims connected to the work that is done. The homeowner signs this form.

- Schedule C- Agreement Between Owners And SWEP

This is the form that the home owner and SWEP sign to agree to pay the builder.



- Archicentre Plan

This is a drawing of the work to be done on the house if the work will cost more than \$1,000. The home owner and the builder will need to sign this.



- Builder's Quote



This will show you the cost of the work to be done on the house. The home owner will need to sign this.

- Confirmation of Gap Funding Form



This form is signed by the person who agrees to pay the builder the rest of the money. This form is only used if the work costs more than the money amount supplied by SWEP.

- Certificate of Completion



Your prescriber, the architect and the homeowner sign this form to say that the work has been done as planned and meet relevant Standards.



What happens next?

HOMEOWNER
SIGNATURE: _____
DATE: _____

- Once the home owner has signed the forms they need to be returned to SWEP.

BUILDERS
SIGNATURE: _____
DATE: _____

- SWEP will arrange the builder to sign the rest of the forms.



- SWEP will contact you when placing the order.



- The builder will contact you to arrange a time to start work.



- Your prescriber will bring the Architect back to inspect the completed work and the home owner will need to sign off the completed work.



SWEP Contact Information



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Business Hours

Monday to Friday 8:30am to 5:00pm