

## Notice to Fence:

from Office of Housing (OoH)

Note : After signing 'Agreement to Fence' section, please return to Issuing Person listed below, who has been engaged by OoH.

To the adjoining property owner: Dear Sir / Madam

Re: OoH Address .....  
..... Postcode .....

I wish to advise that, in accordance with the provisions of the Fences Act 1968, the Office of Housing (OoH) wishes to reach agreement with you about the arrangement for the following:

**New Fence**  **Replacement**  **Repair**

of the fence to the common boundary of your property and our <insert Client> property as referred to above.

The Office of Housing Victoria hereby asks you to contribute to the cost of the above mentioned party fence. Please note that the Office of Housing's share is based on a standard 1650 mm height <insert type> fence. The estimated cost of such fencing is \$.....

which includes \$..... per metre x .....metres for the supply and construction of this fence and \$..... for the removal of the old fence.

Your half share of this fence is to cost \$..... refer to copy of fencing Contractor's quote attached.

Any increase in cost will be our joint responsibility. If you agree to the above share of the cost of this fence, please remove and complete the Agreement to Fence form below and send to the address of the Issuing Person below.

If you wish, you may obtain an alternative quotation from a specialised fencing contractor based on the specification attached, which may be comparative or lower than OoH's fencing Contractors quote attached. In this case, you should forward the quotation you obtained to this office for consideration.

As it is desired to proceed with this work at an early date, it is requested that you complete the attached form and return it as soon as possible. Unless contact has been made with the Department, with regard to the costs and type of fence to be constructed, within one month from the service of this notice, an application (in accordance with the provisions of the Fences Act) may then be made to a Magistrates Court by the Department, for an order prescribing the type of fence to be constructed and the respective liabilities.

On satisfactory completion of the work, payment of the OoH's share of costs will be paid based on the fencing Contractor's quote, directly to the fencing contractor. Your share of the costs should also then be paid directly to the fencing contractor. Payment is required within 7 days of completion.

### Issuing Person (and for enquiries)

Project Manager name ..... Phone (...)  
Address .....  
..... Postcode .....

Date issued via certified mail: ...../...../..... Certified Mail No. ....

or date hand delivered: ...../...../..... Copy to be retained by Project Manager

X

**Agreement to Fence:** I agree to share the costs of the work to the adjoining boundary fence between my property and the Office of Housing property <insert address>.

Property Owner's Name: .....

Address .....

Phone Number .....

Property Owner's signature .....