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Step 1: Understand the type of home modification being assessed

A home modification assessment provides specific evidence for home modification supports to be considered in a participant's plan.

Minor and complex home modifications need different supporting evidence from service providers.

Home modification assessor

As a home modification assessor, you can:

- assess the participant's disability needs
- give recommendations on supports needed in the home
- assess both minor and complex home modifications.

Building construction practitioner

A building construction practitioner can:

- give advice on how the participant's home can be modified to include the recommended supports
- help provide information to builders for cost estimates or quotes
- assess complex home modifications.

Step 2: Complete the home modification assessment

We need a home modification assessment and supporting evidence so we can decide if the recommended supports meet the NDIS funding criteria and is reasonable and necessary.

You can use our home modification assessment templates if you like.

Download the complex and minor home modification assessment templates:

- Complex home modifications assessment template (DOCX 101KB)
- Minor home modifications assessment template (DOCX 102KB)

You don’t have to use these templates, but you need to include all the information from the templates in your assessment.

Make your recommendations

You should work with your participant to understand their current situation and support needs. This information will inform your recommendations for their home modifications.

Download the guidance for home modification assessors:

- Guidance for home modifications assessors (PDF 317KB)
- Guidance for home modifications assessors (DOCX 214KB)

Gather evidence

You need to give us evidence to support your recommendations. This could include the following for each home modification type:

Minor home modifications:

- assessment completed by a home modification assessor
- supporting documentation, such as floor plans, photographs and drawings.

Complex home modifications:

- assessment completed by a home modification assessor
- consultation and review of the proposed home modifications by a building construction practitioner
- supporting documentation, such as floor plans, photographs and drawings
- 2 cost estimates or itemised quotes from builders to complete the modifications
- quotes for building professionals if relevant, such as engineers or architects
- quotes for temporary facilities if relevant.

Building a new home:

- assessment completed by a home modification assessor
- supporting documentation, which could include house floor plans
- quote from builder.

We also need written consent from the property's legal owner or their representative for modifications to be made. Participants with shared ownership need permission from the body responsible, such as a body corporate.

Step 3: Request quotes or cost estimates, if needed

Some categories of home modifications need quotes as supporting evidence for the home modification assessment before we consider funding.

Minor home modifications

We usually don't need a quote to fund minor home modifications. We use a set NDIS budget based on current market costs and where you live.

We need a quote if:

- the participant lives in a remote or very remote area
- a minor home modification costs more than what we've funded. In this case, the participant needs to give us itemised quotes from 2 different builders.

Download the minor home modifications budget levels guidance:

- Minor home modifications budget levels (PDF 127KB)
- Minor home modifications budget levels (DOCX 52KB)

Complex home modifications

We need 2 itemised quotes or cost estimations by a building construction practitioner, qualified building estimator or surveyor.

Quotes need to include:

- the dimensions of the area being modified. For example, length, width and height of walls to be tiled
- a separate costing for each stage of the job. For example, demolition, plumbing and electrical work in separate stages
- a description of any fixtures or items supplied by the builder including make, model and cost
- an overall quote for the job, inclusive of GST (where applicable).

Download the home modification guidance for builders and designers guidance:

- Home modifications guidance for builders and designers (PDF 657KB)
- Home modifications guidance for builders and designers (DOCX 2MB)

Step 4: Submit your home modification assessment and supporting evidence

Submit your home modification assessments and supporting evidence by:

- sharing it with your participant to submit to us
- delivering it in person to your local office
- mailing it to NDIA, GPO Box 700, Canberra ACT 2601
- submitting an enquiry to our service hub .

Related information

What is a home modification assessor

What is reasonable and necessary

What are home modifications

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