

ALTERATIONS & IMPROVEMENTS APPLICATION FORM

If you are planning to make any alterations or improvements to your home, you must seek permission from the Association prior to commencing any works. Please complete this application form and return it to the Association and await authorisation for the alteration/improvement.

Name:

Address:

Details of proposed Alteration/Improvements:

(e.g.) height of fence, construction material, size and location of shed, who is carrying out installation, etc.)

Some alterations may qualify under the Tenants Right to Compensation for Improvement Scheme, please ask for further details.

If you intend to carry out any alterations or improvements, please contact the Association. If a building warrant or planning permission is required it is your responsibility to seek permission from the Council.

It is the Policy of the Association not to unreasonably refuse a written request for an alteration or improvement to their property. However approval is subject to the conditions in your Lease and:

- a. Any proposed improvement/alterations must meet the standards of safety workmanship required by the Association, and
- b. The work must not detract from the future letting of the property.

Tenants must discuss their proposals with the Housing Association prior to doing or buying anything relating to proposed alteration or improvement work.

Any damage to Housing Association's fixtures and fittings and installation caused by the alteration/improvement, will be responsibility of the tenant. You may also be required to remove such alteration/improvement at the end of your tenancy.

FOR OFFICE USE ONLY

Re-imburement

Is this work refundable? YES/NO

Maintenance Manager Signature.....

Date.....

Receipts may be required if reimbursement is claimed.

Before approval is given you may need a pre-installation inspection.

- | | |
|-----------------------------------|--------|
| 1. Is prior inspection necessary? | YES/NO |
| 2. Can work proceed? | YES/NO |
| 3. Comments | YES/NO |

Maintenance Manager Signature.....

Date.....

1. A pre-inspection of your alteration/improvement request has been arranged for _____
2. Work may proceed subject to the following conditions:

Once the Alteration/Improvement has been completed you may need a post installation inspection.

1. Work completion date.
2. Is the work carried out to a satisfactory standard YES/NO
3. Comments

Maintenance Manager Signature.....

Date.....