**Tenant’s Improvements and Alterations Form**

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| It is a condition of your tenancy that you must get permission to carry out alterations to your property. This is to ensure that the quality of work can be monitored to avoid any structural alterations being made which may be dangerous and to make sure that the improvement work doesn’t annoy people living nearby.  **Permission will not normally be refused unless the alteration is dangerous, likely to harm the property, or be a nuisance to other people** |
| Name of Tenant:  Address of property:  Postcode:  Telephone no: |
| **Work to be carried out**  Please provide a brief description of the work  ……………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………  Is the work: internal / external / both?  What rooms will be affected?  ……………………………………………………………………………………………………………………………………  What materials will be used?  ……………………………………………………………………………………………………………………………………  Has planning permission/building regulations approval been granted? Y/N  **Please attach a plan together with any survey reports which you have obtained** |

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| **Declaration**  If you carry out the improvements to your home you must sign the following declaration.  I hereby agree that I will reimburse Southway Housing Trust if it becomes necessary for them to rectify any faults caused during or after the work above has been carried out.  Signed ………………………………………………………………… Date………………………. |

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| **FOR OFFICE USE ONLY** Checked works completed: ………../………../..……… OK? Y/N  Actual cost: ……………………………….. Receipts received: ………../………../..……… Southway maintain: Y/N Rent increase: Y/N Rent file updated: Y/N  Signed………………………………………………………. Date: ………../………../..……… |