

Home Alterations Request Form

Tenant Name:					
Street Address:					
Suburb:		Postcode:		Have these items already been installed at the property	
				Yes	No
<p><i>Please note Housing Plus requires all information below to assess against our policy criteria, completion of this form does not constitute an automatic approval. If retrospective approval is being sought and the alteration does not meet the policy criteria you will be issued with a rectification notice to remove the modification.</i></p>					
Requesting for permission to install the following:					
Please Tick any of the below items: (If not listed below please tick other)					
<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Painting (Inc. Feature Walls)	<input type="checkbox"/> Shed (Plans)	<input type="checkbox"/> Pergola/Awning (plans)		
<input type="checkbox"/> Ceiling Fans	<input type="checkbox"/> Electrical (Lighting, Outlets)	<input type="checkbox"/> Plumbing (Taps, Shower Heads)	<input type="checkbox"/> Security System, Cameras		
<input type="checkbox"/> Fixed Appliances	<input type="checkbox"/> TV Wall Mounting	<input type="checkbox"/> Gardens/Plants	<input type="checkbox"/> Other		
If you have selected other, please list items you are requesting permission to install:					
Please Tick the location in which you would like to install any of the above (If not listed below or multiple items please tick other)					
<input type="checkbox"/> Lounge	<input type="checkbox"/> Toilet	<input type="checkbox"/> Bedroom 2	<input type="checkbox"/> Laundry	<input type="checkbox"/> Front Yard	
<input type="checkbox"/> Dining Room	<input type="checkbox"/> Bathroom/ Ensuite	<input type="checkbox"/> Bedroom 3	<input type="checkbox"/> Hallway	<input type="checkbox"/> Garage	
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Bedroom 1	<input type="checkbox"/> Bedroom 4	<input type="checkbox"/> Rear Yard	<input type="checkbox"/> Other	
If you have selected other or multiple items, please indicate the locations:					

Conditions of submitting this form	
1. The installation, future maintenance and/or repair costs at the end of my tenancy are my own responsibility	
2. Permission from relevant local authorities have been granted (approvals to be submitted with this form) i.e. Pergola	
3. The alterations will be undertaken by a qualified professional (licence details to be submitted with this form)	
4. Housing Plus is not/will not be responsible for any damage created during installation or damage caused by the alteration following completion	
5. I will not carry out any works to the property until I receive written approval from Housing Plus	
6. If in the event that I leave the premises (under any circumstances) I will remove the above item/s and leave the property in its original condition. If any damage or removal of the above is required to the property I understand that these costs will be charged back to me the tenant.	
7. I will complete works within 3 months of receiving written approval from Housing Plus and advise Housing Plus when works have been completed	
8. I agree that Housing Plus may undertake a Quality Audit of the installation to confirm the conditions of any approval (if issued) have been adhered to	
Please note the approval/decline of this request will be assessed in accordance with Housing Plus policies and the NSW Residential Tenancy Act 2010	

I have read and agree to the above conditions of this form	
I _____ have read and agree to the above conditions of this form.	
Tenant Signature:	Date: