HOUSING PLUS

Home Alterations Request Form

Tenant Name:	
Street Address:	
Suburb:	**Postcode:**
Have these items already been installed at the property? ☐ Yes ☐ No	

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.

Requesting permission to install the following:

Please tick any of the below items: If not listed below, please tick Other.			
☐ Air Conditioning	☐ Painting, including feature walls	☑ Shed, plans	☐ Pergola/Awning, plans
☐ Ceiling Fans	☐ Electrical, lighting or outlets	☐ Plumbing, taps or shower heads	☐ Security system or cameras
☐ Fixed Appliances	☐ TV Wall Mounting	☐ Gardens/Plants	☐ 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.				
☐ Lounge	☐ Toilet	☐ Bedroom 2	☐ Laundry	☐ Front Yard
☐ Dining Room	☐ Bathroom/Ensuite	☐ Bedroom 3	☐ Hallway	☐ Garage
☐ Kitchen	☐ Bedroom 1	☐ Bedroom 4	☐ Rear Yard	☐ Other
If you have selected Other or multiple items, please indicate the locations:				

Funding	**Select one**
Supply, installation and all associated costs are requested to be funded by Housing Plus, subject to assessment *Note: Selecting this option does not guarantee approval of funding by Housing Plus.*	☐
Supply, installation and all associated costs to be funded by above noted tenant	☐

See over for conditions and signature

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 has been granted, where required, and approvals are to be submitted with this form, for example pergola approvals.

3. The alterations will be undertaken by a qualified professional, and licence details are to be submitted with this form.

4. Housing Plus is not and 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 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.

9. Housing Plus will not install tenant supplied products.

10. Upon assessment of application, if any information is missing or omitted, it will be returned, supporting information requested and submission placed on hold until such time as all documentation is supplied.

11. Copy of invoice from licenced contractor supplied at the completion works where applicable.

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.

Tenant Signature:	**Date:**