

PORTWAY HOUSING ASSOCIATION TENANT APPLICATION TO ALTER PREMISES FORM

Name:.....

Address:.....

Phone contact details:.....

Please describe the alteration(s) that you seek approval to make. (Pictures, plans, colours and specifications will be helpful in some cases - and a minimum Portway Housing requirement for some types of alteration)

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Nearly all alterations to a property need to be carried out by a qualified and licensed tradesperson. Who will be doing the work and what are their qualifications to do the work?

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What will happen with the alterations if you leave the property in future?

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(N.B. There are some alterations that we will not approve if they are to be removed at the end of the tenancy. For example, we will not approve a shed with a concrete pad (floor), if we are going to be left with the pad and no shed at the end of the tenancy. Please feel free to discuss with Steve or Con before answering this question)

Council Approval

Please note that some alterations, like hard covered pergolas, carports and verandas, require Council approval, including detailed plans and an application fee. Please do not submit any plans or applications to Council until you have first gained provisional Portway approval in writing. Even if you have provisional Portway approval, the Council may still not approve your application.

Insurance Excess

In the event that this alteration causes significant damage to the property which requires Portway Housing to lodge an insurance claim with its insurer, I acknowledge and accept that Portway Housing is entitled to pass on the insurance excess to myself for payment (N.B. Portway's current insurance excess is \$2,500).

Signed:.....

Date:.....

For office use only

Staff member(s) processing application: Date received:.....

Request **Approved / Not approved / Provisionally approved** as per information provided

Additional information required from tenant:.....

Council Approval required **Yes / No** (N.B. If Yes, no work to start until copy of Council approval is provided)

Copy of warranty / compliance certificate required upon completion **Yes / No**

Portway inspection required upon completion of work **Yes / No**

Signed:.....

Date:.....

Section 70 (1) of the Residential Tenancies Act 1995 states, **“It is a term of a residential tenancy agreement that a tenant must not, without the landlord’s written consent, make an alteration or addition to the premises.”** This is also a condition clearly stated in the lease that you have signed.

If you wish to make an alteration to a Portway property, you must gain written approval from Portway Housing Association Inc. before you make any changes. We reserve the right to decline any request and we also reserve the right to demand the removal of any alterations that have been carried out without our approval in writing.

The types of changes commonly, but not exclusively, requested are:

• Air conditioners	• Dishwashers
• Garages and carports including concrete pads (floors)	• Floor coverings
• Pergolas	• Additional door and/or window locks
• External awnings/shades	• Alarm systems and security devices
• Garden sheds	• Security window/door screens
• Television antennae and Satellite dishes including Pay TV and Foxtel	• Animal enclosures like chicken sheds and bird cages
• Internal and external painting	• Solar electricity panels
• Fencing	• Fish ponds
• Ceiling fans	• Cat / dog doors
• Additional power points or light switches	• Paving and/or landscaping
• Built-in cupboards	• Enclosure of any verandah / carports

Seeking approval

Once we have received the completed written tenant application for alteration to premises form, plus any additional information required to assess your application, we will reply in writing within two weeks. You should make no changes, make no commitments, pay no deposits and buy no materials on the assumption that your application will be approved, because it may ultimately be declined.

It is strongly recommended that, prior to completing an application, you discuss your plans with:

Maintenance Coordinator, Portway Housing Ph. **(08) 8440 2223**

You will **not** get an approval over the phone, but you will possibly get an indication of whether it is worth proceeding with the formal written application process. Please note that Portway Housing Association manages a number of properties belonging to other organisations, like Renewal SA and Uniting Care Wesley Port Adelaide and we cannot approve changes to properties that we do not own.

Applications should be posted to: **Portway Housing Association Inc.**
PO Box 3032
Port Adelaide SA 5015