

# TENANT APPLICATION TO ALTER PREMISES FORM



Tenant Details		
Name:		
Address:		
Postcode:	Phone:	Mobile:
Date:		

Details of Alterations
<p>Please describe the alteration(s) that you are seeking approval for. Please provide pictures, plans, colours and specifications if relevant.</p>
<p>Who will be doing the work and what are their qualifications to do the work?</p> <p><b>NOTE:</b> Nearly all alterations to a property need to be carried out by a qualified and licensed tradesperson.</p>
<p>What is the estimated cost (\$) of the alteration(s) being proposed?</p>

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## Details of Alterations

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

**NOTE:** There are some alterations that UnitingSA Housing 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. Feel free to discuss with the Maintenance Coordinator before answering this question.

## Council Approval

Some alterations (such as 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 UnitingSA Housing approval in writing. Even if you have provisional UnitingSA Housing 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 UnitingSA Housing to lodge an insurance claim with its insurer, I acknowledge and accept that UnitingSA Housing is entitled to pass on the insurance excess to myself for payment.

## Tenant Details

Signed:

Date:

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FOR OFFICE USE ONLY	
Staff member(s) processing application:	Date received:
Request outcome as per information provided: <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not approved</b> <input type="checkbox"/> <b>Provisionally Approved</b> Appropriate letter sent to tenant on / / <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	Copy of warranty/compliance certificate required upon completion: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Additional information required from tenant:	UnitingSA inspection required upon completion of work: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Council Approval required: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>NOTE:</b> If yes, no work is to start until copy of Council approval is provided.	
<b>This form has been filed in the relevant Property and Tenancy File in I: Drive</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
Signed:	Date: