



Tenant's Improvements or Alterations

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 the work can be monitored to avoid any structural alterations being made which may be dangerous and to make sure that the improvement work does not disturb people living nearby.

Permission will not normally be refused unless the alteration is dangerous; may affect the future use of the property or would be a nuisance to other people.

Your details: Please complete the following:

Surname.....First name.....
 House/flat No.....Road/Court.....
 Area.....Postcode.....
 Daytime Telephone Number.....
 E-mail address.....if you want us to contact you this way

Work to be carried out

Please provide a brief description of the work

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- Is work internal, external or both?.....
- What rooms will be affected?.....
- What materials will be used?.....
- Has planning permission/building regulations approval been agreed?.....

Please attach a plan together with any survey reports which you have obtained.

If permission is granted:

- Expected start date...../...../.....
- Expected end date...../...../.....
- Estimated cost £.....

Declaration

If you carry out the improvements to your home you must sign the following declaration.

I agree that I will reimburse Parkway Green 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...../...../.....

FOR OFFICIAL USE ONLY:

Actual cost £.....	Checked works complete	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Receipts received	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
PGHT to maintain?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Rent increase
Rent file updated	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
				No	<input type="checkbox"/>

Signed.....Date...../...../.....