

ALTERATION / IMPROVEMENT APPLICATION FORM

Address of property to be altered / improved
Address:
Tel. No.:
Name of tenants / sharing owners
Detail of proposed alterations / improvements. Please provide full details including plans and specification
Cost £
Is planning permission or building warrant required for the work?
Yes [] No []
If yes, please provide copies of approval.
DECLARATION
I understand that the Association retains the right to insist on complete reinstatement of any fitting or fixtures removed or reimbursement of all costs incurred in the reinstatement works, unless otherwise agreed in writing by the Association.
Signed: Date:



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Registered Office: 6 North Ness Business Park, Lerwick, Shetland, ZE10LZ Financial Conduct Authority Registration No: 1832 R(S) Registered Housing Association No: HAL127 Registered Scottish Charity No: SC031954 Factoring Registration No: PF000360





ALTERATIONS / IMPROVEMENTS COMPLETION FORM

,	Alterations to
,	Address:
-	The following alterations are now complete and available for inspection.
-	
_	Name of Tenant / Sharing Owner
-	Please give suitable access times
-	Tel. No.:
,	Were Electrical installations involved? YES / NO
	If YES a Certificate of Compliance of Electrical Installation form must be signed by a qualified electrician and returned to Hjaltland Housing Association.
,	Signed: Date:

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