

ALTERATION / IMPROVEMENT APPLICATION FORM

1) Address of property to be altered / improved

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

2) Name of tenants / sharing owners

\_\_\_\_\_

3) Detail of proposed alterations / improvements.  
Please provide full details including plans and specification

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost £ \_\_\_\_\_

4) Is planning permission or building warrant required for the work?

Yes [ ]      No [ ]

If yes, please provide copies of approval.

5) DECLARATION

I understand that the Association retains the right to insist on complete reinstatement of any fittings or fixtures removed or reimbursement of all costs incurred in the reinstatement works, unless otherwise agreed in writing by the Association.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

ALTERATIONS / IMPROVEMENTS COMPLETION FORM

1) Alterations to

Address: \_\_\_\_\_

2) The following alterations are now complete and available for inspection.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Name of Tenant / Sharing Owner

\_\_\_\_\_

4) Please give suitable access times

\_\_\_\_\_  
\_\_\_\_\_

Tel. No.: \_\_\_\_\_

5) 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: \_\_\_\_\_