

Application Form for Renter Modifications

A renter cannot make alterations to a property without the Rental Housing Provider (Women's Housing Ltd) permission.

If you are proposing an alteration or addition to the property (e.g. painting, installing air conditioning) you must complete this application and submit it to WHL.

No work or installation may take place before written permission is given by Women's Housing Ltd.

Property Address:	
Renter's Name:	Phone:
Renter's Signature:	Date:
Proposed Modification Details include, size, location, type of material, attach sketch details.	
Do you expect Women's Housing Ltd to pay the cost of the modification?	

PERMIT CONDITIONS

1. Women's Housing Ltd is not liable for any costs involved in making modifications or subsequent reinstatement works.
2. Work to be carried out by qualified tradesperson, approved by WHL, without damage to the property.
3. Work carried out must fully comply with regulations of any relevant authority concerned, eg. gas, electricity, municipality, and required permits obtained.
4. If the renter vacates the property, the renter agrees to reinstate the premises to its original condition or bear the cost relating to such works. All remedial works to be carried out in a professional manner.
5. Any appliance/alteration left in the property after the tenancy is terminated, will become the property of WHL, if so required.
6. All plans, sketches, copies of permits must be attached to this application.
7. All supporting documentation ie: doctors reports, O.T reports must accompany this application

Please note: No works/alterations can take place until WHL provides written authority for the commencement of the described works.

Office Use: to be completed by Tenancy Officer	
<p>Renter details to support application:</p> <p>The application has been discussed with the Renter <input type="checkbox"/></p> <p>The application been entered into Chintaro <input type="checkbox"/></p> <p>Age:</p> <p>Disability:</p> <p>Health issues:</p> <p>Family Composition:</p> <p>Do you support this request?</p> <p>Why?</p>	<p>Date:</p>
Office Use: To be completed by Asset Officer	
<p>Permit granted/declined:</p> <p>Reason:</p>	<p>Date:</p>
Signed:	Title:
Letter sent by:	Date: