

Application Form for Renter Modifications

Renters cannot make certain changes to a property without permission from WHL. If you are proposing an alteration to the property 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.	
Tick to confirm that you have attached a quote from a suitably qualified tradesperson who will undertake the works: <input type="checkbox"/>	
Do you expect Women's Housing Ltd to pay the cost of the modification? Yes	

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. Women's Housing Ltd will not assess any applications that do not contain a quote from a suitably qualified tradesperson who the renter and/or agency will undertake to complete the works
4. Work carried out must fully comply with regulations of any relevant authority concerned, eg. gas, electricity, municipality, and required permits obtained.
5. 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.
6. Any appliance/alteration left in the property after the tenancy is terminated, will become the property of WHL, if so required.
7. All plans, sketches, copies of permits must be attached to this application.
8. 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

I have read and understood the above conditions and understand failure to comply will result in VCAT action.

Name: _____ **Signature:** _____

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"/> YES</p> <p>The application been entered into Chintaro <input type="checkbox"/></p> <p>Age:</p> <p>Disability:</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: