# Modification Request

*Application for renter alterations to a rented property*

Renters must not alter or add to their property without written permission from the Rental Housing Provider, Women's Housing Ltd (WHL).

If you would like to propose a modification — for example, painting, installing air conditioning, or adding fixtures — please complete this form and return it to your Tenancy Officer.

**Important:** Do not start any work or installation until WHL has given written permission. Unapproved modifications may need to be removed or reversed at your own cost.

## SECTION A — RENTER & PROPERTY DETAILS

| | |
|---|---|
| **Property address:** | |
| **Renter's name:** | **Phone:** |
| **Email:** | **Date:** |

## SECTION B — PROPOSED MODIFICATION

| | |
|---|---|
| **Describe the proposed modification:**<br>*Include size, location and type of material. Attach a sketch, plan or photos.* | |
| **Estimated cost:** | **Preferred start date:** |
| **Do you expect WHL to contribute to the cost?**<br>☐ Yes — please explain below<br>☐ No | |

## SECTION C — ATTACHMENTS

Please tick all that apply and attach to this form:

☐ Sketch or plan of the proposed modification

☐ Photos of the area

☐ Copy of relevant permits or approvals (if required for the work)

☐ Supporting documentation (e.g. doctor's or Occupational Therapist's report), if applicable

## DECLARATION

I declare that the information provided is true and correct, and I have read and understood the Permit Conditions below.

| **Renter's signature:** | **Date:** |
|---|---|
| | |

## PERMIT CONDITIONS

1. WHL is not liable for any costs relating to the modification or its later removal and reinstatement.
2. All work must be carried out by a suitably qualified, licensed tradesperson approved by WHL, without damaging the property.
3. All work must comply with the regulations of any relevant authority (e.g. gas, electricity, municipality), and any required permits must be obtained before work begins.
4. If the renter vacates the property, they agree to reinstate it to its original condition, or cover the cost of WHL doing so. All reinstatement work must be carried out professionally.
5. Any fixture or modification left in the property when the tenancy ends becomes the property of WHL, if WHL requires.
6. All plans, sketches and copies of permits must be attached to this application.
7. Supporting documentation (e.g. doctor's or Occupational Therapist's report) must accompany this application where relevant, such as for modifications relating to health or accessibility.

**Please note: No work or alteration may begin until WHL provides written authority for the described works.**

*Return the completed form to your Tenancy Officer.*

## SECTION D — TENANCY OFFICER ASSESSMENT (OFFICE USE ONLY)

☐ Application discussed with the renter

☐ Application entered into Chintaro

| **Relevant renter information to support this application:**<br>*e.g. household composition, health, disability or accessibility needs relevant to this request, where applicable.* | **Date:** |
|---|---|
| **Do you support this request?**<br>◯ Yes<br>◯ No<br>**Reason:** | |

## SECTION E — DECISION (OFFICE USE ONLY)

**Permit:**

☐ Granted

☐ Partially approved

☐ More information required

☐ Declined

**Reason:**

| **Signed:** | **Title:** |
|---|---|
| **Date:** | **Letter sent to renter by:** |