Alterations & Improvements Form

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| **Tenancy Details** | | |
| Tenant’s Name: | | |
| Tenancy Address: | | |
| Home No: | Work No: | Mobile No: |
| Email Address: | | |

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| **Details of Proposed Work** |
| Description of proposed work. Please state clearly what work you wish to have carried out. Please give as much detail as you can including plans, specifications, estimates, etc. |
| Is planning permission or a building warrant required for the work?  Yes / No  If yes, please provide copies of the warrant. |
| Who will carry out the work? Please state name and address of company, if applicable. |
| Part of the house/grounds affected: |
| Date when you propose the work to start and end: |
| Any additional information to support this application: |

If you have a sketch or plan of the proposed works please attach it to this application form, or use this space to draw your plan.

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| **Declaration** | |
| It is your responsibility to make sure you have any approvals from necessary agencies such as planning permission, building warrants, consent of service providers, etc.  You must give copies of these approvals to Cairn Housing Association before permission for alterations can be granted. Copies of builders liability insurance will also be required, if applicable. If you’re in any doubt about this you should contact your solicitor or local authority.  Cairn Housing Association will only give permission if the necessary approvals have been given. | |
| **Tenant’s Signature:** | **Date:** |
| **Joint Applicant’s Signature** | **Date:** |

You will only be able to claim compensation for alterations and improvements for certain work and it will only be given to you when you terminate your tenancy. If this alteration qualifies under the ‘Right to Compensation for Improvement’ legislation we will require a copy of your final invoice as proof of the cost of the work. This will allow us to work out a value. Please look at our ‘Improvements & Alterations’ leaflet to find out more.

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| For Office Use Only | |
| Date Received |  |
| Approved / Declined |  |
| HO Signature |  |
| SM Signature (if applicable) |  |

Cairn Housing Association

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