

**RETURN PERMIT REQUEST BY POST TO:**

Housing Choices Australia  
Property Team  
Level 3, 350 Queen Street  
Melbourne VIC 3000



# Application for Owner's Permit

Property Address .....

## MODIFICATION DETAILS

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## ACKNOWLEDGEMENT

Tenant Name ..... Signature .....

Tenant Name ..... Signature .....

**If any item is subject to a Hire Purchase Agreement, please provide details:**

Description .....

Company .....

Address .....

Phone No. .... Contract end date .....

### PERMIT CONDITIONS

1. Housing Choices Australia is not liable for any costs involved in making modifications or subsequent reinstatement works.
2. Work is to be carried out by qualified tradesman, or in a tradesman like manner, without damage to the property.
3. Work carried out must be in compliance with regulations of any relevant Authority concerned, eg. Gas, Electricity, Municipality and required permits obtained.
4. In the event that the tenant vacates the property, the tenant agrees to reinstate the premises to its original condition or bear the cost relating to such works. All works to be carried out in a professional manner.
5. Any appliance installed, must be maintained at tenant's expense.
6. Any appliance/alteration left in the property, will become the property of HCA, if so required.
7. All plans, sketches, copies of permits must be attached to this application. An Occupational Therapist (OT) report is required for any proposed disability modification to the property.

**Please note: No works can take place, until such time as this permit is returned to you, endorsed with approval to commence works.**

### OFFICE USE ONLY

#### Notes

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Permit Approval  GRANTED  REFUSED

Approved by .....

Signature .....

Date .....