

Request for Property Modifications



Application for Owner's Permit at: _____ (property address)

Modification Details: _____

Tenant Name/s: _____

Tenant Signature/s: _____

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

Item description: _____

Name of Company: _____

Address: _____

Phone Number: _____ **End date of contract:** ____ / ____ / 20____

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 carried out in compliance with regulations of any relevant Authority concerned, eg. Gas, Electricity, Municipality and required permits obtained.
4. Copies of compliance certificates must be provided to Housing Choices Australia upon completion of works.
5. In the event 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.

6. Any appliance installed, must be maintained at tenant's expense.
7. Any appliance/alteration left in the property, will become the property of HCA, if so required.
8. All plans, quotes, sketches, copies of permits must be attached to this application.
9. An Occupational Therapist (OT) report is required for any proposed disability modification to the property.
10. Copies of keys, swipe cards, qualified tradesman invoices must be provided to Housing Choices Australia immediately once work is completed.
11. All approved modifications are to be completed within three months of approval. If works are not completed within the three months this approval is withdrawn.

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	Permit endorsed	☐ Yes	☐ No
	Permit granted or refused	☐ Granted	☐ Refused

Property Team Leader: If modification refused a summary of reason the reason why:

Housing Officer signature: _____

Date:

Property Officer: _____

Date:

Property Team Leader: _____

Date: _____

Internal office document only

ASSESSMENT

Property Number		Entity		Program	
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Resident: *describe resident impacts of modifications*

Property: *detail impact on the property / describe any approvals or expert consultant advice required*

Financial: *Provide cost of each modification and any other associated expenses. Provide details of any alternative funding available and arrangements.*

Scope	Cost	Funding	Cost Code / External name	Amount
List each modification	\$	Internal/External	List full cost code or name of external source	\$
List associated costs (engineer etc)	\$			
TOTAL	\$			\$

Attached Supporting Documentation: *Attach all documents and correspondence.*

- 1.
- 2.