

Alterations Request Application Form

Complete this form to request an alteration to your property.

An alteration is a change, removal, replacement, or addition to your property, including the building itself, yard, or boundary fences. You will receive a written response within 21 days.

Please refer to the Alteration Request Policy for further details and contact your Tenancy Officer if you need any help to complete this form.

Property Address:

Tenant Name:

Support Agency:

Contact Details – Person we should contact if further information required

Name:

Relationship to Tenant:

Phone Daytime:

Phone After Hours:

Email:

Details of Proposed Alteration

Describe the work you wish to undertake in as much detail as possible including location, room etc.

Attach Documents to Support Your Application

Please mark the appropriate box:

- Sketch showing location including details of proposed alteration/addition
 - Specification of the alteration/addition (e.g., air conditioner specifications)
 - Quotes for purchase of items unless petty purchases
 - Quotes for installation/construction of items
 - Council approval if required
-

Contractor or Tradesperson Details

Please provide the details for the contractor or tradesperson who will install the alteration.

Contractor Name:

Contractor Address:

Contact Number:

ABN:

Conditions of Approval

When undertaking an alteration to the property I agree to the following:

- I will fund the cost of all approved alterations including any fees charged by the local council
- I will fund the cost of all subsequent maintenance required to the approved alterations
- I will not commence any work, including repairs to modifications previously approved, until written approval is received from YPH
- I will ensure all alterations conform to any relevant Australian Standards, legal requirements, and local Council regulations
- I will provide a certificate of compliance for all works to electrical and gas installations
- I will ensure all works are undertaken by licensed contractors

- I will start the alterations within 4 weeks of consent being granted and complete works within 3 months. I will notify YPH if these timeframes are not met, and I will complete a new application if required
- I will provide access for YPH to inspect the alterations if required
- I understand that if YPH’s inspection identifies that the alteration does not meet YPH’s standard then I will carry out further works within an agreed period to meet the necessary standards, failing which I will reinstate the property to its original condition. I will be responsible for all costs associated with this work
- I will cover the costs of any remedial works required that have been caused by negligence, poor workmanship, or failure to complete the alterations in full including the cost of rectifying any damage caused by any alteration
- If an alteration falls into a state of disrepair during the tenancy, I must reach an agreement with YPH before any work is undertaken to either:
 - repair the item, or
 - remove the item and return the property to its original condition
- Unless agreed in writing, I must remove the addition and make good to YourPlace Housing’s satisfaction before vacating the property or compensate for any costs incurred in repairing any damage to the premises caused by undertaking or removing alterations
- I understand that any alterations that can’t be removed at the end of my Tenancy Agreement become the property of YPH, and
- Comply with the Residential Tenancies Act 1995 which allows a landlord to commence eviction proceedings against a tenant for breaching a term of a residential tenancy agreement by making alterations and additions without permission from the landlord.

I further agree to RELEASE and INDEMNIFY YourPlace Housing from and against any claim that may arise because of the alteration or addition including any personal injury or property damaged.

Tenant/Guardian or Consenting Person’s Name:

Tenant/Guardian or Consenting Person’s Signature:

Date:

* IF YOU ARE FILLING THIS FORM OUT ELECTRONICALLY,
PLEASE TYPE YOUR NAME AGAIN IN SIGNATURE FORM FIELD.



Form Submission On Completion

Please return to YourPlace Housing:

- **Save & Send** Email: maintenance@yourplacehousing.com.au
- **Print & Post** YourPlace Housing
9 Byron Place
Adelaide SA 5000

FOR OFFICE USE ONLY

Decision

Date Application Received:

By Email

By Post

Application Assessed by:

**Application
Approved**

Date Application Approved:

**Application
Not Approved**

Comments:

FOR OFFICE USE ONLY

Verification

Name of Contractor:

Work Inspected by:

Date of Inspection:

Certificate of Compliance received:

Yes

No

Not Required

Any comments regarding the alteration/addition:

