

Property Address	
Tenant Name	
Support Agency	

Contact Details – Person we should contact if further information required

Name		
Relationship to Tenant		
Phone	Daytime	After Hours
Email		

Details of Proposed Alteration or Addition – describe the work you wish to undertake in as much detail as possible including location, room etc.

Attach documents to support your application. 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
- Letter in support of application from your GP/Support Provider/Other relevant Professional

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

- 1 I must not commence any work until written approval is received from YourPlace Housing.
- 2 I must engage a contractor who will:
 - > perform work diligently, completely and with due care and skill,
 - > comply with all State and Commonwealth legislation, including regulations, relevant to the performance of the work
 - > ensure at all times that work is performed with the necessary licences and other approvals required for the performance of the work.
 - > ensure at all times that work is performed with the necessary insurance of a sufficient type, scope and duration required for the performance of the work
 - > provide a current National Police Clearance
- 3 I must comply with the Council requirements that apply to the work and obtain any approvals required by law.
- 4 Provide a Certificate of Compliance to YourPlace Housing if relevant.
- 5 Unless agreed in writing, I must remove the addition/alteration and make good to YourPlace Housing's satisfaction when vacating the property or compensate for any costs incurred in repairing any damage to the premises caused by undertaking or removing alterations or additions.
- 6 If the alteration/addition falls into a state of disrepair during the tenancy I will either:
 - > repair the item, or
 - > remove the item and return the property to its original condition
- 7 Inform YourPlace Housing when the approved alterations or additions are completed.
- 8 Allow YourPlace Housing to inspect the alterations/additions if requested.
- 9 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 as a result of the alteration or addition including any personal injury or property damaged.

Applicants Name	
Applicants Signature	
Date	

Please email the completed form to tenancy@yourplacehousing.com.au or post to 338-340 Tapleys Hill Road, SEATON SA 5023

FOR OFFICE USE ONLY

Decision

Date Application Received	<input type="checkbox"/>	By Email	<input type="checkbox"/>	By Post
Application Assessed by				
Application Approved	<input type="checkbox"/>	Application Not Approved	<input type="checkbox"/>	
Date				
Comments				

Verification

Name of Contractor			
Work Inspected by			
Date of Inspection			
Certificate of Compliance received	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required
Any comments regarding the alteration/addition			

Is funding available through Renewal SA? If yes confirm details.

Application sent to	
Application sent on	