

We understand that you may want to make alterations to the property to make it more comfortable and to personalise your space.

We will always try to accommodate you requests whenever reasonable and practicable. However, before giving you permission we need to ensure:

- 1 the suitability of the property i.e., the design and characteristics of the property support the modification you wish to make
- 2 it is safe to make the modification

Before you make any changes to your property including small modifications such as drilling holes in walls to hang pictures, installing curtain rods, towel rails, soap dishes, grab rails etc. we need to ensure your safety. You must:

- 1 Apply in writing using this form
- 2 Obtain our written permission before commencing any work
- 3 Provide the name and contact details of any Contractors you intend to engage before they commence work

Please be aware that the Residential Tenancies Act 1995 allows YourPlace Housing to commence eviction proceedings against a tenant for breaching a term of a residential tenancy agreement by making alterations and additions without our permission.

If you have any queries about modifications, please contact your Tenancy Officer. If you wish to proceed with a modification, please email the completed form to maintenance@yourplacehousing.com.au or post to 338-340 Tapleys Hill Road, SEATON SA 5023

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, including repairs to modifications previously approved, 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
 - > Always ensure that work is performed with the necessary licences and other approvals required for the performance of the work.
 - > Always ensure that work is performed with the necessary insurance of a sufficient type, scope and duration required for the performance of the work
- 3 I must provide the name and contact details of any Contractor I engage to YourPlace Housing before any work commences
- 4 I must comply with the Council requirements that apply to the work and obtain any approvals required by law.
- 5 Provide a Certificate of Compliance to YourPlace Housing if relevant.

- 6 Unless agreed in writing, I must remove the addition/alteration 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 or additions.
- 7 If a modification/addition falls into a state of disrepair during the tenancy I must reach an agreement with YourPlace Housing before any work is undertaken to either
 - > repair the item, or
 - > remove the item and return the property to its original condition
- 8 Inform YourPlace Housing when the approved alterations or additions are completed.
- 9 Allow YourPlace Housing to inspect the alterations/additions if requested.
- 10 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.

Tenant/Guardian or Consenting Person's Name	
Tenant/Guardian or Consenting Person's Signature	
Date	

Please email the completed form to maintenance@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 Application Approved / /					
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 SAHA (Disability Modification Application)? If yes confirm details.

Application sent to	
Application sent on	/ /