

Tenant and leaseholder request for landlord's permission for improvements

Please complete this form if you intend to:

- Make any major internal improvements to your home such as replacement of windows or doors, replacing some or all of the kitchen units, some or all of the bathroom suite, or changing the internal layout inside the property.
- Make any external improvements such as building a shed, garage, hardstanding or crossovers, conservatory, moving the existing boundaries or adding additional fencing.
- Make any alterations that include gas or electrics, such as adding gas cooker or fire points, adding electrical installations including new lighting fittings, switches or circuitry.

Only complete this form if you are ready to make the improvement. We will respond to you within 14 working days.

Is your rent account up to date? We may withhold permission if it isn't.

Please see the standard conditions relating to all improvements at the end of this form. Additional conditions may be attached to any permission we give you.

If you have any queries contact 01952 217100, email: enquiries@wrekin.com or visit our website www.wrekin.com

Once completed, the maintenance of improvements you have made become your responsibility.

Name:

Address:

Contact telephone number (home):

(mobile):

Details of proposed works:

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Have you got all the necessary permissions? **Yes** **No** **N/A**
(for example: Planning/building regulations)

Name, address and telephone number of proposed contractor (company or individual):

Relevant registration number.
E.g. FENSA, Gas Safe -----

Please include a brief sketch for any internal or external layout alterations, for example floor layout or plan of your property in relation to any others. (Use an additional sheet of paper if necessary).

If we give permission, when will the work start? -----

When do you expect to finish the work? -----

Signature of tenant(s): -----

Date: -----

Thank you for taking the time to complete this form, please return it to:

The Wrekin Housing Group, Colliers Way, Old Park, Telford TF3 4AW, or email enquiries@wrekin.com

Standard conditions for the granting of permission to carry out improvements to the home

- You have an up to date rent account – permission may be withheld until you do.
- You have no other breaches of tenancy conditions – permission may be withheld until they are resolved.
- You have been given our expressed permission either verbally or in writing.
- You are ready to make the improvement.
- You do them at your own cost.
- You will be responsible for all future repairs and maintenance to any improvements you make to your home.
- The improvement must be carried out by a competent person and, if they involve gas and electrics, a qualified person.
- If gas or electrical improvements you must provide us with a gas or electrical safety certificate when the works have been completed, at your cost.
- Improvements must comply with any building or planning regulations and you must provide us with a copy of approvals or planning permission.
- If you cause damage to the property as a result of the improvement, you put it right. If you don't, and the Group has to put it right, you will be recharged the cost.
- If you leave, if we ask you to, to remove the improvement and return the property to its original condition at your cost.
- Comply with any conditions attached to our permission to carry out the improvement.
- If your contractor will need access across a neighbour's property, you must get your neighbour's written permission and give us a copy.
- If you carry out an improvement and it causes a neighbour nuisance, then we will ask you to adjust it, move it or remove it.