

Tenant's improvements or alterations

You cannot fill out this form on-line. You must print it out first. If you can't print it out, phone 0161 953 2662 for a form.

We welcome people making their own improvements, but you must get our written agreement first. We will only say 'no' if there was a good reason - if the work would affect your neighbours, or be unsafe for example.

Your name

Address

Postcode

Phone number (daytime)

Where is the improvement you want to make?

Outside Inside Both

If inside, which room(s) will be affected?

Brief description of the work you want to do.

Have you got all the necessary permissions (planning/building regulations)?

Yes No

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

When do you expect it to end?

How much do you expect it to cost?

If you carry out this work you must agree to pay for Northwards Housing to put right any problems that are caused during the work or after the work has been done.

I agree (signature)

Please attach a plan of the improvement you want, and copies of any survey reports and permissions. Send this form to your local housing office. If you don't know which office covers your area, phone 0161 953 2662.

OFFICE USE ONLY

Check works completed (date) Work Ok? Yes No

Actual cost: Receipts received (date)

MCC to maintain? Yes No Rent increase? Yes No

Rent file updated? Yes No Date

Housing Officer Date

Signature