



APPLICATION FOR INSTALLATION OF AN ALTERATION OR IMPROVEMENT

1. Property Address

2. Tenant & Joint Tenant Name

3. Brief details of the work to be carried out

4. Please state when you wish the work to start. (Please note that you cannot proceed with the work without receiving our written consent and that we aim to provide confirmation of our consent with 28 working days)

5. In order that this application be processed promptly and efficiently please give the fullest details of the work you wish to carry out. Below is a general guide on the type of information we require from you.

- a. CONVERSIONS:** Include plans, providing details of the property as it currently exists and proposed final drawings;
- b. CENTRAL HEATING:** Include plans, giving manufacturer, type of system, number and position of radiators and supply copies of the accepted estimate you have received;
- c. OTHER ALTERATIONS:** Include plans providing as full details as possible about the work you intend to carry out:
- d. ESTIMATES:** Supply copies of estimates you have received for the work you intend to carry out;
- e. BUILDING WARRANT:** If you require a Building Warrant and/or Planning Permission you must enclose a copy of the approval document together with a copy of the approved plan and the application form.

6. RIGHT TO COMPENSATION FOR IMPROVEMENTS

Under the provisions of the Housing (Scotland) Act 2001 you may be entitled to compensation for the work you intend doing if you end your tenancy within the next few years. We will advise you of any entitlement when the works are completed. To calculate your entitlement we need to have copies of your final invoices which detail the cost for all components used in the alteration/improvement. For more information on your right to compensation please ask for a copy of the Scottish Executive leaflet on the Right to Compensation for Improvements which is available at our offices. You will not be entitled to compensation for works which do not receive formal written approval.

7. DISCLAIMER

I agree to accept responsibility for the alteration/improvement that I have requested to install in my home and agree the following conditions:


- a. Responsibility for future maintenance and repair of the installation.
- b. Responsibility for any damage which may be caused as a result of the installation.
- c. To remove the installation and replace it with the existing or similar standard installation or, in cases where the Association grants permission, to leave it insitu when you end your tenancy
- d. To remove the installation should it cause a nuisance to neighbours

TENANT
SIGNATURE: **DATE:**

JOINT TENANT
SIGNATURE : **DATE:**

SIGNED ON BEHALF OF
THE ASSOCIATION: **DATE:**

- 8. DETAILS OF ALTERATION (Please use the space below to provide a sketch drawing of the proposed alteration and to provide any additional information which may help us decide whether it is appropriate to grant permission for the work)**

A large, empty rectangular box with a thin black border, intended for a sketch drawing and additional information regarding the proposed alteration.

**ALTERATIONS AND IMPROVEMENTS
DISCLAIMER
NON-STANDARD FLOORING**

The Association has no objection to the installation of non-standard flooring, as detailed in your application dated.....
provided you accept the following conditions:

- e. Responsibility for future maintenance of the installation.
- f. Responsibility for any damage which may be caused as a result of the installation.
- g. You agree to remove the installation and reinstate, the floors to existing in the event of termination of your tenancy.
- h. You agree to lay a sheet covering, i.e. hardboard, over the floor prior to installing the new floor finish. This will protect the existing floor finish and facilitate ease of lifting the non-standard floor finish.
- i. You agree and understand that the Association do not accept responsibility for any damage caused to the non-standard floor finish as a result of tradesmen being employed by the Association to carry out works and/or emergency works. This means the Association will not compensate for the reinstatement or replacement value of the floor.
- j. The Association may consider reinstatement of the flooring if the tenant makes materials available.
- k. I agree and accept that I may be asked to remove the flooring if it causes a nuisance to neighbours (e.g. impact noise).

TENANT:

SIGNATURE: **DATE:**

NAME: **FLAT:**

ADDRESS:

ASSOCIATION

SIGNATURE: **DATE:**

