

## Request for Alterations or Modifications to a Property

Tenants should use this form to seek approval for a modification or alteration to their property. Please contact the Repairs Team on (02) 8324 0886 if you require any information or assistance.

Tenant Name	
Contact Number	
Address	
Email Address	

### Type of the Alteration or Modification:

#### ALTERATIONS

- AC UNIT
- FLYSCREEN/S
- CURTAIN RAILS
- PICTURE HOOKS
- PAY TV
- CARPET CHANGE
- LINO INSTALLATION

OTHER

---



---

#### MINOR MODIFICATIONS

- HAND HELD SHOWER
- LEVER STYLE TAPS
- GRAB RAILS

OTHER

---



---

#### MAJOR MODIFICATIONS

- WIDENING DOOR
- MODIFY KITCHEN
- MODIFY BATHROOM
- MODIFY LAUNDRY
- ENTRANCE RAMP
- EXIT RAMP
- HOIST INSTALLATION
- CARPET CHANGE

OTHER

---



---

### Description/Details of the Alteration or Modification:

In relation to the alteration or modification you are submitting please notify us of the following:

Location	
Measurements	
Brand/Make/Model	

## Contractor/Supplier Information for Alterations

Name	<input type="text"/>
Address	<input type="text"/>
Contact Number	<input type="text"/>
ABC/ACN	<input type="text"/>

## Conditions of Approval

Please note the following conditions of approval for alterations and modifications to a property.

### For modifications:

- I have submitted an Occupational Therapist report and relevant medical reports outlining the modifications required.
- I have provided evidence that I am eligible or ineligible for support under the National Disability Insurance Scheme.

### For alterations applications:

- I will fund the cost of all approved alterations including any fees charged by the local Council.
- I will fund the cost of all subsequent maintenance required to the approved alterations.
- I will ensure all works are completed by licensed contractors.
- I will ensure all alterations conform to any relevant Australian Standards, legal requirements and local Council regulations.
- I will provide a certificate of compliance for all works to electrical and gas installations.
- I will start the alterations within 4 weeks of consent being granted and complete works within 3 months. I will notify Bridge Housing if these timeframes are not met and I will complete a new application if required.
- I will notify Bridge Housing when the work is completed.
- I will provide access for Bridge Housing to inspect the alterations if required.
- I understand that if Bridge Housing's inspection identifies that the alteration does not meet Bridge Housing's standard then I will carry out further works within a specified timescale to meet the necessary standards, failing which I will reinstate the property to its original condition. I will be responsible for all costs associated with this work.
- I will cover the costs of any remedial works required that have been caused by negligence, poor workmanship or failure to complete the alterations in full including the cost of rectifying any damage caused by any alteration.
- I will return the property to its original condition at the end of my Tenancy Agreement if the alteration is removed or at the request of Bridge Housing.
- I understand any alterations that can't be removed at the end of our Tenancy Agreement become the property of Bridge Housing.

If the alteration is approved, I agree to adhere to the conditions of approval listed above:

Head Tenant Name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

### Please Note:

- This form must be completed fully and signed or it will not be considered.
- Please ensure that all occupation therapist reports/medical documents are attached.
- You will receive a response within 21 days.