

Date Received :	
Date Approved:	
Date Letter Sent to Tenant:	

ALTERATIONS TO A HOME FORM

Tenant Name:					
Street Address:					
Suburb:		Postcode:		Have these items already been installed at the property	Yes No
<i>If the items being requested have already been installed, WCH may require further evidence of installation or WCH may require sending out contractors at the tenant's expense to verify legal and compliant installation. WCH will contact the tenant prior to organising this.</i>					
REQUESTING FOR PERMISSION TO INSTALL THE FOLLOWING:					
Please Tick any of the below items: (If not listed below please tick other)					
• Air Conditioning	• Painting (Inc. Feature Walls)	• Shed (Plans)	• Pergola/Awning (plans)		
• Ceiling Fans	• Picture Hooks	• Foxtel/NBN	• TV Wall Mounting		
• Painting (Full Internal)	• Pet Doors	• Swimming Pool (Plans)	• Other		
If you have selected other, please list items you are requesting permission to install:					
Please Tick the location in which you would like to install any of the above (If not listed below or multiple items please tick other)					
<input type="checkbox"/> Lounge	<input type="checkbox"/> Toilet	<input type="checkbox"/> Bedroom 2	<input type="checkbox"/> Laundry	<input type="checkbox"/> Front Yard	
<input type="checkbox"/> Dining Room	<input type="checkbox"/> Bathroom/ Ensuite	<input type="checkbox"/> Bedroom 3	<input type="checkbox"/> Hallway	<input type="checkbox"/> Garage	
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Bedroom 1	<input type="checkbox"/> Bedroom 4	<input type="checkbox"/> Rear Yard	<input type="checkbox"/> Other	
If you have selected other or multiple items, please indicate the locations:					

CONDITIONS OF SUBMITTING THIS FORM

1. The installation, future maintenance and/or repair costs at the end of my tenancy are my own responsibility
2. Permission from relevant local authorities have been granted (approvals to be submitted with this form) i.e. pools
3. The item/s will be installed by a qualified professional (license details to be submitted with this form)
4. WCH is not/will not be responsible for any damage created by the install of the above listed item/s
5. I will not carry out any works to the property until I receive a written approval response back from Wentworth Community Housing
6. If in the event that I leave the premises (under any circumstances) I will remove the above item/s and leave the property in its original condition. If any damage or removal of the above is required to the property I understand that it will be charged back to me the tenant.
7. I will complete works within 3 months of receiving written approval from Wentworth Community Housing
Please note The approval/decline of this request will be assessed and is to be in line with Wentworth Community Housing policies and NSW Residential Tenancy Act 2010

I HAVE READ AND AGREE TO THE ABOVE CONDITIONS OF THIS FORM

I _____ have read and agree to the above conditions of this form.	
Tenant Signature:	Date:
WCH Representative:	Date: