

Knowes Housing Association

Alterations & Improvements Application Form

PLEASE GIVE AS MUCH INFORMATION AS POSSIBLE AS YOUR APPLICATION MAY BE DELAYED IF WE HAVE TO WRITE TO YOU TO REQUEST MORE INFORMATION.

Full Address of Property to be improved, including post code

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Please give full names of tenants

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.....

Telephone Number

.....

When do you want to start the work?

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In order for us to deal promptly with this application, please give full details of alteration/improvement requested. Please refer to the notes below as a general guide.

Alterations to:-

- Outbuilding** Include plans and give size and details of materials used in construction.
- Conversions** Include plans, give accommodation both prior to and after conversion.
- Central Heating** Include plans, give manufacturer, type, number and position of radiators and boiler.
- Satellite Dishes** Location of dish.
- Others** Include plans, giving as much detail as possible.

For office use only	
Excel Spreadsheet	
Letter to tenant	
Letter scanned	

Details of your proposed Alterations

If your alterations involve changing or taking out existing fittings, please give a brief description of these fittings.

When Building Warrant is obtained (and Planning Permission where necessary) enclose a service copy, together with a copy of approved plans with this application.

Tenants signature (s)

.....

Date

For Office Use Only

Pre Installation

To be completed by Technical Services Manager/Inspector

Do you wish to make prior inspection? Yes No

Do you agree that work should proceed? Yes No

Any further comments

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Signed by Technical Services Manager/Inspector

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Date

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Post Installation

To be completed by Technical Services Manager/Inspector

Work was completed on

Is work to a satisfactory standard? Yes No

Comments

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Signature of Technical Services Manager/Inspector

Date

To be completed by Technical Services Manager/Inspector

Is alteration reimbursable Yes No

Have receipts been examined and amounts recorded Yes No

Technical Services Manager/Inspector signature

Date