

Tenant Improvement Request – Alterations and Additions

About this form

You can use this form to request approval to undertake alterations and/or additions to your property where Foundation Housing Ltd is the Lessor/Owner.

If you wish to install an **external** item, such as a garage or pergola, you will also need to contact your local council. Your council will inform you of the specific building requirements you must meet. You may also be required to pay for a building permit.

Complete this form and return it to your local office. If appropriate, include building permits, plans and other documentation from your local council.

If you need more information or assistance to complete this form, contact your Housing Coordinator.

You may lodge your completed application form by mail to Head Office:

Foundation Housing Ltd
Property Services Manager
PO Box 214
LEEDERVILLE WA 6007

Tenant name/s			
Property address			
Telephone		Date of application	 / / 20

If a qualified builder is to install the item, please give details of the builder:

Name of builder			
Address			
Registration number		Telephone	

If an installation company is to fit the item, please give details of the company:

Name of company			
Address			
		Telephone	

Head Office

📍 297 Vincent St, Leederville, WA 6007
 ✉ admin@foundationhousing.org.au
 ☎ (08) 9422 0700
 ABN 78 115 629 662
foundationhousing.org.au

Tick the appropriate item to include in your property and give details as required.

External works	Internal works
Carport <input type="checkbox"/>	Air Conditioners <input type="checkbox"/>
Pergola <input type="checkbox"/>	Specify appliance _____
External awnings <input type="checkbox"/>	Location _____
Patio blinds <input type="checkbox"/>	
Garden shed <input type="checkbox"/>	Floor coverings <input type="checkbox"/>
Communication equipment <input type="checkbox"/>	(including carpets, sheet vinyl and ceramic tiles)
(TV antennas, satellite dishes, cable TV connections)	Specify type _____
Other <input type="checkbox"/>	Location _____
_____	Internal painting <input type="checkbox"/>
_____	(Light/pastel colours only)
_____	Location _____
	Built-in robes <input type="checkbox"/>
NOTE:	Location _____
Plans or drawings/photographs are required showing site location, measurements, etc.	
A copy of the building permit may be required.	Electrical <input type="checkbox"/>
External window mounted or roof mounted	Power points/light fittings
Foxtel dishes in multi-storey properties are not permitted.	Details _____
	Location _____
	Other <input type="checkbox"/>
	Details

Is a council building permit required for this work?

YES NO

Has the council permit been issued?

YES NO

* Attach a copy of the permit to this application

Internal/external works permit conditions

1. Foundation Housing Ltd (FHL) is not involved in any expense for the inclusion of the item/s listed in this application. The tenant must not commence the works before FHL advises in writing that the works have been approved.
2. The work is to be carried out by a qualified tradesperson, or in a trade-like manner, without damage to the property. If the property is damaged, the tenant will be responsible for the cost of repairs.
3. If a permit is required for the works from the local council, the tenant must get that approval at their own expense. The works must not commence before the permit is given. The works will be subject to inspection by FHL. The tenant is to contact FHL office when the works are finished. If the council has issued a permit for the works, the tenant must get a final inspection notice and give that to FHL.
4. The item/s listed in this application form is/are to be maintained at the tenant's expense and insured by the tenant.
5. The work carried out must comply with all laws and be relevant to Australian standards and industry standards.
7. In the event that the tenant vacates the property, the tenant will meet the cost of restoring the property to its original condition.
8. TV antennas can only be fixed to brick and concrete chimneys with approved brackets to the manufacturer's specifications.
9. Each application will be assessed on its own merit and without bias. FHL reserves the right to refuse any application deemed to be inappropriate.

Declaration to be signed by all tenants

I/We have read and agree to the permit conditions on this application.

I/We declare that all the information requested in this application for an internal/external works permit has been provided, and is true and correct.

Declared by:	Full name of tenant	_____
	Signature	_____
Witnessed before me:	Full name of witness	_____
	Signature	_____
	Date	_____ / _____ / 20

Declared by:	Full name of tenant	_____
	Signature	_____
Witnessed before me:	Full name of witness	_____
	Signature	_____
	Date	_____ / _____ / 20

OFFICE USE ONLY

Works approved by _____

- | | | | | |
|----------------|--------------|--------------------------|----------------|--------------------------|
| Council permit | Attached | <input type="checkbox"/> | Not applicable | <input type="checkbox"/> |
| | Not attached | <input type="checkbox"/> | | |
| Application | Approved | <input type="checkbox"/> | | |
| | Not approved | <input type="checkbox"/> | | |

Manager Property Services

Date: _____ / _____ / 20