



**APPLICATION TO UNDERTAKE ALTERATIONS OR ADDITIONS TO PROPERTY** Access 2 Place understands that your needs may change over time and that you may want to alter your property to make it more suitable to your needs. Where these alterations or additions do not breach building codes or expose you or others to danger, Access 2 Place may grant you permission to make changes. You must, however, request permission from Access 2 Place for any additions or alterations you wish to make to the property, before commencing the additions or alterations.

Current eligible tenants can apply to us with an Occupational Therapy Assessment Report for modifications required for their home

Name:.....

Address:.....

Phone Number:.....

**PLEASE SELECT THE LOCATION AND TYPE OF ALTERATION/ADDITION YOU WISH TO MAKE**

**1. The following alterations require Access 2 Place Ltd. approval only:**

- TV-Antenna – Location..... Blinds/curtains – Location.....
- Cable/Satellite TV installation – Location.....
- Concrete/Brick Paving – Location..... Roller Shutters -Location.....
- Security Doors/Screens – Location.....
- Other – Type..... Location.....

**2. The following (electrical/plumbing/gas) work must be completed by a licensed tradesperson only (a certificate of compliance must be supplied on completion of electrical/plumbing/gas work)**

- Air Conditioner – Type.....Location:..... Security System/Alarm- Location.....
- Ceiling Fans – Location..... Sensor Light – Location.....
- Exhaust Fan/Head Lamp – Location.....
- Other –Type..... Location.....
- Solar PV system (a deed must be completed) –Location.....

**3. Alterations to the following require council approval. You must provide Access 2 Place Ltd. with a site plan/drawing of the proposed alteration/addition before you seek council approval.**

- Garage..... Carport/Veranda.....
- Pergola.....
- Other (e.g. Toolshed, Shade-house, Aviary) – Type.....
- Location.....

**I understand that I MUST**

1. Not commence any work until written approval is received from Access 2 Place. Making alterations or additions to the property without permission from Access 2 Place is a serious breach of your Conditions of Tenancy and may result in eviction.
2. Comply with the requirements of any law that applies to the work and obtain any approvals required by law.
3. Engage a registered or licensed person to undertake the work, to ensure compliance with the law.
4. Remove the addition when vacating the property and compensate for any costs incurred in repairing any damage to the premises caused by undertaking or removing alterations/additions. All work must be completed in a tradesperson-like manner.
5. Inform Access 2 Place when additions or alterations are completed.

**Ownership of alteration or addition**

Is your request for the addition to the property to remain the ownership of the tenant/s? YES / NO

**If YES :**

1. The tenant is responsible for all maintenance and repairs and removal if required to the approved addition/item/s at their cost
2. The tenant must remove the approved addition/item/s and make good to the property or space upon removal at their cost

**If NO :**

1. The approved addition / item remains the property of Access 2 Place and must stay with the property if the tenant vacates
2. Access 2 Place will carry out repairs and maintenance on the approved addition / item/s for the duration of the tenancy
3. In the case of malfunction Access 2 Place will only replace the addition / item/s at their discretion and where deemed necessary

**Tenant Declaration:**

I understand that Access 2 Place Ltd. is not responsible for any adverse consequences including injury or property damage that may arise as a result of the alteration and/or addition.

SIGNATURE (tenant)..... DATE.....

SIGNATURE (guardian – if applicable)..... DATE.....

Access2Place Authorisation (signature) ..... DATE.....

Access2Place Authorisation (name) .....