

Property alterations request form.

RESIDENT DETAILS

Name:

Address:

ALTERATION OR IMPROVEMENT INFORMATION

Room/Proposed Location:

BRIEF DESCRIPTION OF PROPOSED WORK

Please detail the proposed works - including specifications, along with any supporting images and contractor sketches. Send any images to us via email along with your Alterations Request form. Please consider and include:

- Is the work being professionally completed?
- If yes, which company will be completing the works?
- If required, are you able to return the property to its current condition prior to the end of your tenancy?
- If approved, you will be required to send before and after photos, and the works may also be subject to a post-completion inspection by a member of the Newtown Living team.

Proposed Start Date:

Anticipated
Completion
Date Of Work:

Resident Signature:

Date Of Application:

Please forward completed applications to your Asset Manager or the main Newtown Living team at enquires@newtownliving.co.uk Please note that you will be required to also attach a photo of the area you are looking to alter along with this request form. If you gain approval, you will also be required to send us a photo of the works once completed.

Asset Manager
Reviewed Signature:

Printed Name:

Alterations
request declined

Item must be put back
to original state before
tenancy ends

Item may be left in new state
at the end of the tenancy
providing it is up to Newtown
Living standards upon inspection

Completion Inspection or Photo
Satisfied by Asset Manager:

Signature:

Date: