

Modification Request

Tenancy Management

Alteration Request

This form must be used prior to you modifying, installing or altering your rental home in any way. Please agree to the following terms before we assess your request:

Approvals & Regulations	Any work carried out is to be completed to a professional standard with due regard to all relevant safety regulations, council by-laws and council development approval, where applicable.
Licensed Tradespeople	Any works requiring a licenced tradesperson, i.e. electrical and/or plumbing works, must only be completed by a tradesperson with the relevant licencing and a Certificate of Compliance must be forwarded to Westside when the works are completed.
Tenant to Pay	Any works carried out at the property are to be completed entirely at the tenant/s expense. You, the tenant, agrees to pay for all maintenance and any other expenses in relation to the alterations.
If You Leave	In the event of the tenancy agreements ending, for any reason, Westside reserves the right to decide whether the modifications/alterations: <ul style="list-style-type: none">- May be left in place at the property; or- Will need to be removed at the tenant/s expense.

Westside cannot provide for the maintenance of tenant modifications/alterations and cannot provide financial reimbursement for any items installed in the event that the tenant vacates the property.

On the basis of the above terms and conditions being agreed to, Westside will consider the proposal for property modification/alteration on the attached form. Tenant/s are required to supply comprehensive details with each application and set criteria will apply to any approvals granted.

If you wish to proceed, under these conditions, please sign where indicated below and complete the attached form detailing the modification/alteration you are seeking permission for.

I, _____, agree to the conditions listed above
(Tenant/s Name)

with regard to proposed modifications, alteration and additions at following address below:

(Property Address)

Tenant/s Signature: _____ Date: _____

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Please do not proceed with any work on the property until you have received written permission from Westside to do so

Alteration Request Form

Tenant Name:

Property Address:

Postcode:

Proposed Changes/Modifications: (Please include diagram/s, if relevant)

Tenant/s Signature:

Date:

Modification Request

Tenancy Management

Office Use Only

Assessed by:

Assessor Signature:

Date:

Status:

Alterations Approved

Alterations Declined

Letter Sent to Tenant:

Yes No

Date
Sent:
