

PROPERTY ALTERATIONS REQUEST FORM

Resident details			
Name:			
Address:			
Alteration or improvement information			
Room/proposed location:			
Brief description of proposed work:			
<p>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:</p> <ul style="list-style-type: none">• 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 Simple Life team.			
Proposed start date of work:		Anticipated completion date of work:	
Resident Signature:		Date of application:	
Please forward completed applications to your Asset Manager or the main Simple Life team at contactus@simplelifehomes.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 Simple Life standards upon inspection	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Completion inspection or photo satisfied by Asset Manager :	Signature:	Date:	