

PROPERTY MODIFICATION APPLICATION FORM

Section 1

The information that you provide in this form will be used by *Believe Housing Australia* to assist you. If you do not provide all the information requested, we may not be able to approve your request. Please provide as much information as possible in Sections 1 and 2 and call us on 1800 688 000 if you have questions about this form. *Believe Housing Australia* will keep your information confidential.

1. Your details

Mr / Mrs / Miss / Ms Surname: _____ Given Name/s: _____

Address: _____

Telephone No: _____

2. I am seeking permission from Believe Housing Australia to undertake the following property modification/s: (Please select from the following list)

Air conditioner installation*

Ceiling fans*

Painting*
(Approved colours: Half Strength Beige/Spirit Grey)

Exhaust fan/heat lamp

TV antenna

Cable/satellite TV connection
(Satellite dish NOT permitted on any group sites)

External blinds*

Roller shutters*

Tool shed or pergola*
(Detailed plans & Council approval may be required)

Water filter

Other*: _____
(Brief description)

* Items marked with an asterisk mean you must also fill out Section 2.

3. Details of the modification

I estimate that the cost for the project as described above will be \$ _____

Details of the qualified tradesperson undertaking the work _____

For a more timely process we highly encourage photos and/or images of the area and item you wish to modify.

I have provided photos to my Tenancy Officer (your Tenancy Officer will print and attach to your application)

I have attached printed photos with my application

4. Reason for modification

5. Customer declaration:

1. I WILL NOT COMMENCE any work until written approval is received from Believe Housing Australia.
2. I have completed SECTION 2 to the best of my ability.
3. I understand that I am responsible for all costs incurred and that if I wish to remove the item upon vacating or if the item is not in good working order, I will remove it and make good all repairs to the property.
4. If the installation involves an electrician/gas fitter to install, I will provide Believe Housing Australia with a copy of the compliance certificate.
5. I agree to having all work completed to a professional standard, and understand that otherwise Believe Housing Australia may seek to recover from me any costs incurred to rectify to a professional standard.
6. I understand that although I have included a council approval form (where applicable) this does not guarantee Believe Housing Australia's approval.

Your signature: _____ Date: ____ / ____ / ____

IMPORTANT NOTE – Please await our decision about your property modification request before starting any work on the property. Lodgement of this form does not guarantee approval of modifications.

**Please forward this form to Believe Housing Australia when completed:
Level 1/560 North East Road, Holden Hill SA 5088 or email to maintenance@believehousing.org.au**

APPROVAL FROM BELIEVE HOUSING AUSTRALIA MAINTENANCE SERVICES TO UNDERTAKE DISABILITY MODIFICATION		
Office Use Only (Housing Maintenance will return to Tenancy Officer)		
APPROVED / NOT APPROVED: (circle response)		
Signature: _____ Date: ____ / ____ / ____		
APPROVAL GRANTED SUBJECT TO THE FOLLOWING CONDITIONS (i.e. Council approval, Certificate of Compliance): _____ _____ _____ _____		
<input type="checkbox"/> Section 2 complete	<input type="checkbox"/> Design grid complete	<input type="checkbox"/> Photos viewed
IS AN INSPECTION REQUIRED AFTER INSTALLATION? YES <input type="checkbox"/> NO <input type="checkbox"/>		

ALTERATIONS INFORMATION

Section 2

TO BE COMPLETED BY APPLICANT OR QUALIFIED TRADESPERSON

6. Details of qualified and insured tradesperson

Company name: _____

Tradesperson name: _____ Telephone: _____

ABN: _____ Licence Number: _____

7. Details of modification

Complete this section as required for your modification.

Items below marked with * mean you must complete the design grid on page 4.

Painting:

Room/s for modification: _____

Colour of paint: _____ Type of paint: _____

Any painting may need to be returned to standard colour when vacating, otherwise Believe Housing Australia may recover costs incurred to restore to standard. All painting is to be completed to a professional standard.

*Air conditioner:

Make and model of unit: _____

Location of internal installation: _____

Location of external installation: _____

Note any alterations required to the wall/s : _____

*Shed/ pergola:

How will it be secured?: _____

What will the floor be made of?: _____

How/where will the rain run off the roof?: _____

You may not require Council approval for the following but we will need to see written evidence from Council that states approval is not required:

- Sheds: freestanding (i.e. not attached to any other building or structure)
- Sheds: not higher than 2.5m above natural ground level
- Sheds: not larger than 15m² in area
- Sheds: no wider than three metres
- Sheds: no closer to the primary street than the existing dwelling
- Sheds: no closer than 900mm to secondary street boundary for corner blocks
- Sheds: not the subject of any encumbrances
- Pergolas: without a roof
- Pergolas: with all freestanding sides open
- Pergolas: which have no part higher than four metres above the ground

Other modifications: _____

Room/s for modification: _____

Location of modification: _____

8. Design Grid

	1	2	3	4	5	6	7	8	9	10
1										
2										
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