



APPLICATION TO UNDERTAKE AN ALTERATION OR MODIFICATION

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 modifications 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 alterations or modifications you wish to make to the property, before commencing them.

Eligible tenants applying for a minor modification, like grab rails and taps, must provide a verified Occupational Therapy Assessment Report by a health professional with their application.

Name:.....

Address:.....

Phone Number:.....

PLEASE TELL US THE LOCATION AND TYPE OF ALTERATION/MODIFICATION YOU WISH TO MAKE

1. What is your alteration or modification?

Please provide a brief description.....
.....
.....

2. Location of alteration or modification in your home:

Location.....

I understand that I **MUST**

1. Not commence any work until written approval is received from Access 2 Place. Making alterations or modifications 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. Where requested removal of an alteration/modification when vacating the property and compensate for any costs incurred in repairing any damage to the premises caused by undertaking or removing alterations/modifications. All work must be completed in a tradesperson-like manner.
5. Inform Access 2 Place when modifications or alterations are completed.

Ownership of requested item

Is your request for the alteration 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 alteration/item/s at their cost
- 2. The tenant must remove the approved alteration/modification/item/s and make good to the property or space upon removal at their cost

If NO :

- 1. The approved alteration/modification/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 modification / item/s for the duration of the tenancy
- 3. In the case of malfunction Access 2 Place will only replace the modification / 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 modification.

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

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

Access2Place Authorisation (signature) DATE.....

Access2Place Authorisation (name)