

**PROVANHALL HOUSING ASSOCIATION  
ALTERATIONS / IMPROVEMENTS APPLICATION FORM**



**Sections 1 – 7 must be completed by the applicant.**

1.	Address
Flat:	
2.	Tenant name – if joint tenancy, both names must be given
1.	
2.	
3.	When do you plan to carry out the work?
4.	Give details of proposed alteration or improvement
5.	Give details of who will carry out the work (if not the applicant)
Name:	
Phone:	
6..	Some improvements may qualify for compensation at the end of the tenancy. For eligibility to the Right to Compensation for Improvement scheme, you must forward copies of all invoices and receipts on completion of the work.
Estimated cost of the work      £	
7..	I understand and accept that no work will be carried out until written permission is received from the Association.
Tenant Signature	1. _____
If joint tenancy, both tenants	2. _____
must sign	_____
Date:	_____
<p>Please hand deliver the completed form to the association office or post by recorded delivery.</p> <p>You will receive an acknowledgement within 5 working days</p>	

**PROVANHALL HOUSING ASSOCIATION  
ALTERATIONS / IMPROVEMENTS APPLICATION FORM**



FOR PHA OFFICE USE ONLY					
Application received			Inspection date		
Acknowledgement sent			Inspection staff initials		
More information required	Yes	No	Application approved	Yes	No
Inspection required	Yes	No	Application refused	Yes	No
Conditions to be attached to approval: ..... ..... .....					
Reasons for refusal: ..... .....					
Decision letter to tenant sent		Date:		Staff initials:	
Tenant Acceptance Declaration received		Date:		Staff initials:	
Post inspection required	Yes	No	Inspection date:		
Work to satisfactory standard	Yes	No	Inspection staff initials		
Application added to SDM		Date:		Staff initials:	
Application documents scanned to file		Date:		Staff initials:	