

**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>	

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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: <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>					
Reasons for refusal: <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>					
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:	