



MANOR ESTATES HOUSING ASSOCIATION

ALTERATIONS/IMPROVEMENTS APPLICATION FORM

1. Address of Property to be Altered/Improved

2. Full names of Tenants(s) or Owner (s)

3. When do you want to start work?

In order to ensure this application is promptly dealt with please give the fullest of details See note below as a general guide.

Notes:

1. Outbuildings - include plans and give size and details of materials to be used in the construction.
2. Conversions - include plans, give accommodation both prior to and after conversion. Give details of materials to be used.
3. Central Heating - include plans and give details of manufacture and type of all components and number and position of radiators
4. Others - include plans and give as full details as possible.

4. Details of Alteration (Use space below to provide further details or draw plan if necessary)

5. If your alterations will involve changing or taking out existing fittings please give a brief description of these fittings

6. When Building Warrant is obtained (and planning permission where necessary) enclose a service copy, together with a copy of approved plans, with this application.

7. Tenant (s) or Owner(s) Signature

.....

Date

Signature & FOR OFFICE USE ONLY

Designation



Date Received

Date acknowledged

PRE INSTALLATION

1. Is inspection required?

YES

NO

2. If yes by whom?

TECH

HOUSING

3. Date requested

4. Date inspected

5. Approval recommended

YES

NO

6. Further comment

7. Recommendation approved

YES

NO

8. Tenant/Owner advised

POST INSTALLATION



9. Work was completed on _____

10. Is work to a satisfactory standard YES NO _____

11. Comments

12. Is alteration reimbursable YES NO

13. Receipts have been examined and recorded YES NO _____
