



Property Improvements and Additions Request Form

Tenants are required to complete both sides of this form if they are seeking Housing Authority consent to install an improvement and/or addition to the property.

Please note: This form is not required for minor improvements or additions such as installation of curtains, blinds and picture hooks. For requests relating to furniture being affixed to the walls of the premises for the purpose of ensuring safety of a child or a person with a disability, please complete Form 24. Pools and spas will not be given consideration or approval.

Tenant Name/s:

Property Address:

Tenant Phone:

Non-Structural Improvements:

May include, but are not limited to: Security screens, air conditioning, additional fencing, Foxtel, wall mounted television, satellite dishes and gun cabinets.

Structural Improvements:

May include, but are not limited to: Carport, garage, pergola/patios or shade structures, retaining walls, flagpoles, and sheds.

Non-Structural / Structural Improvements

Description of proposed improvement/addition and reason for request:

Sketch of the location/siting of proposed improvement/addition on the property:

Tenant Declaration

I have attached a current Contents Insurance Policy (incorporating Personal Liability Cover).

***Applicable to structural improvements/additions only**

I have attached a quote for improvement/addition on company letterhead showing ABN/Trade License.

***Applicable to all improvements/additions**

I have attached a valid firearms license.

***Applicable to the installation of a gun cabinets only**

- Approval must be granted by the Housing Authority in writing prior to work commencing.
- Prior to structural work commencing, approval must be granted by the Housing Authority Permit Authority who have delegated powers under the *Building Act 2011*.
- You are responsible for all costs (e.g. applications, permits).
- All works must be carried out by a qualified trades person and licensed contractor.
- A qualified trades person and licensed contractor must have Personal Liability Insurance, copy or details to be provided.
- A current Contents Insurance Policy (incorporating Personal Liability Cover) must be held by you for the duration of the installation of the structural improvement and for the remainder of the tenancy or until the structural improvement has been removed.
- If the work carried out is electrical, you must provide a *Certificate of Electrical Safety* after installation.
- If the work carried out is gas related, you must provide a *Notice of Completion* after installation.
- If you are installing a gun cabinet you must possess a valid firearms license, the firearms stored must be licensed and the gun cabinet must meet all specifications in accordance with the *Firearms Regulation 1974*.
- You are responsible for all maintenance and repairs relating to the improvement/addition.
- Strata Company approval is required for all property improvements to strata titled properties.
- The Housing Authority will not reimburse you for any property improvements/additions. Reimbursement may only be considered for domestic violence related improvements.
- You may be required to remove the improvement/addition when vacating the premises. If the improvement/addition is not removed upon vacation, tenant liability will be charged.

Tenant Signature

____/____/____
Date

OFFICE USE ONLY

Person Ref # _____ Tenancy Ref # _____

Property ID # _____ HPRM File # _____

Contents Insurance Policy: Personal Liability Cover Expiry Date ____/____/____

Building Permit # _____ or N/A

Strata Company Approval: Yes or N/A

INSTALLATION OF IMPROVEMENT IS: APPROVED NOT APPROVED

Reason: _____

PSO/HPSO Name: _____

PSO/HPSO Signature: _____

Date: ____/____/____