

## TENANT APPLICATION FOR MODIFICATIONS TO PROPERTY

PROPERTY ADDRESS:	
TENANT NAME:	

*Please be aware when making your application that you can either apply for Minor Modifications or for Special modifications.*

*Minor modifications are modifications that can be removed or undone so that the property can be restored to substantially the same condition as the property was in at the commencement of the agreement. This may include; picture hoods, installing a bathroom shelf, affixing blinds to a window, or planting a herb garden.*

*Special modifications are modifications made for one of the following reasons;*

- *For the safety of people on the property (e.g furniture anchors or child safety gates)*
- *To assist a tenant who has a disability (e.g ramps, safety rails) – the tenant must provide a written recommendation of a health practitioner in support of their request.*
- *To improve energy efficiency of the property*
- *To allow access to telecommunications services or*
- *For the security of the property or people on the property (e.g alarms or deadlocks)*

Please submit a **detailed description** of your Modification request, including what materials will be used/required if necessary:

Please tick

Minor Modification

Special Modification

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Proposed location/s of modification requests; Please provide a photo showing location of your requested modifications with a sketch of proposed works.

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Is there a quote attached?	Yes	No
Is there an Occupational Therapist report attached?	Yes	No
Will the work require wall penetrations?	Yes	No
If approval is granted will the tenant be carrying out the modifications themselves?	Yes	No
Will you be engaging a professional tradesperson:	Yes	No

*Please be aware that pending the type of works required the lessor may grant approval on the basis that the work be carried out by a professional tradesperson. If you would like to use your own tradesperson JR Landing will request a copy of the tradesperson's details and insurances.*

Once the application is received the Property Manager will seek instructions from the lessor. Should your application be approved, please be aware that the lessor may ask that you remove the modification at the end of the tenancy and that any remedial works that are required to ensure that the property is returned in the same condition as provided (as per your ingoing and condition report) will be the tenant's responsibility and cost. If approval is granted a modification addendum will need to be signed prior to works starting.

Tenant:		Date:	
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<b>Office use only:</b>			
Date Received:			
Lessor contacted:	Yes	No	Date:
Lessor approved:	Yes	No	Date:
Conditions of lessors Approval:			
Modification Addendum sent to tenant:	Yes	Date:	
Modification Addendum Signed:	Yes	Date:	
Added to lease agreement with application:	Yes	Date:	