

**Application by tenant for permission to make improvements or alterations at own expense.**

Name of Tenant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Tenancy Commenced: \_\_\_\_\_

Nature of Proposed Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Proposed Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated cost of new appliance £ \_\_\_\_\_  
(if appropriate)

Name/Address of Contractor (if applicable) \_\_\_\_\_

Building Regulations Application Number (if applicable) \_\_\_\_\_

If this application is approved by Acis Group, I undertake to have the complete work carried out at my own expense and strictly in accordance with the conditions stated overleaf.

Signature of tenant: \_\_\_\_\_ Dated: \_\_\_\_\_

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**FOR OFFICIAL USE ONLY**

Application form received: \_\_\_\_\_

Housing Officer's report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Referred to Responsive Repairs - YES / NO  
Application Approved / Not Approved

Tenant notified: \_\_\_\_\_

Work commenced: \_\_\_\_\_

Work completed: \_\_\_\_\_

## **IMPROVEMENTS AND/ OR ALTERATIONS CONDITIONS**

Acis Group will consider applications for permission to carry out improvement and alterations subject to the following conditions.

- 1) The completed work must be carried out to a professional standard and to Acis Group's satisfaction.
- 2) The proposed work must not cause any expense to Acis Group.
- 3) The alteration must be maintained in a good condition by the tenant during the period of tenancy. In the event that the customer should terminate their tenancy the customer may be asked to return the property to its original state at the customers own expense.
- 4) Any permission given for the carrying out of improvements and alterations will apply solely to the details of the tenant's application. Any additional work shall be subject to a new application.
- 5) Such other conditions as may be specified.

***Please note:* No work to be commenced until after written permission has been received by the tenant**

**Completed application forms should be sent to:**

Acis Group Limited  
Acis House  
Bridge Street  
Gainsborough  
Lincolnshire  
DN21 1GG