



better homes and better
services for better lives

Customer home improvement request form

All requests to make home improvements or alterations will be at the customer's own expense. Work should not start until written permission has been received from Acis.

Tenant	
First name	Surname
Address	
Telephone number	Mobile number
Email address	

Details of proposed alteration

Location of alteration

Reason/purpose of alteration

Estimated cost of alteration	
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Declaration

I declare the information given on this form is to the best of my knowledge true and complete. If the application is approved by Acis I will complete this work at my own expense and strictly in accordance with the conditions stated below.

I also understand if Acis subsequently discover any statement to be false or misleading, or that I have withheld relevant information I will be liable for the cost of reinstating the property to its original condition.

Conditions

Acis will consider applications for permission to carry out improvements and alterations subject to the following conditions:

1. The completed work must be carried out to a professional standard and to Acis satisfaction.
2. The proposed work must not cause any detriment to Acis property or incur any expense to Acis.
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 customer's own expense.
4. Any permission given to carry out improvements and alterations will apply solely to the details of this application. Any additional work will require a new application.
5. Further conditions may be specified.

Complete application forms to be sent to

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

For official use only

Date application form received

**Neighbourhood/Asset/Development
Report**

**Decision *(if rejected please
provide reason why)***

Date customer notified of decision