

TENANT IMPROVEMENT REQUEST APPLICATION

APPLICATION FOR ALTERATION/IMPROVEMENT	
1. NAME	
2. ADDRESS	
3. E-MAIL	
4. DETAIL OF PROPOSED ALTERATION/IMPROVEMENTS: (Please provide full details including plans, specifications, estimates etc)	
SIGNATURE(S)	
DATE:	
PLEASE RETURN THIS FORM BY EMAIL TO REPAIRS@HAIGHOUSING.ORG.UK	
WE AIM TO RESPOND TO YOUR REQUEST WITHIN 30 DAYS OF RECEIVING THIS FORM.	

OFFICE USE ONLY			
Letter of confirmation sent to tenant confirming works	YES		NO
Name:			
Signature:		Date	
Information added to Cx	YES		NO
Comments			

General Terms and Conditions where tenants request Haig Housing Trust (The Trust) permission to make alterations.

Subject to tenants providing written agreement to the following reasonable terms and conditions, we would have no objections to tenants directly improving their homes.

1. The full cost, including all direct and indirect costs, shall be the absolute responsibility of the tenant who un-reservedly and un-conditionally agrees to this.
2. All necessary adaptation and alteration works shall be the absolute responsibility of the tenant.
3. Any subsequent maintenance and rectification of defects of the new works and associated works and finishes shall be the responsibility of the tenant.
4. The Trust reserves the right to ask the tenant to restore the property to the condition prior to the alteration work.
5. Should The Trust agree to the improvements remaining in place, the tenant agrees that the new works shall become The Trust's property when you vacate the premises.
6. All damage to property and/or injury to persons caused during or after the works shall be the tenant's absolute responsibility and the tenant un-conditionally agrees to indemnify The Trust against any and all such claims.
7. The tenant agrees to ensure that all mechanical and electrical works shall only be done by properly accredited Gas Safe Engineers and NICEIC approved electricians. Where this is necessary, the tenant agrees to provide The Trust with an appropriate Gas Safe Certificate and NICEIC Test and Report at their own cost.
8. The tenant will provide The Trust with appropriate plans, drawings and specifications of the existing and proposed works before starting and will not commence any works until The Trust has given written approval.
9. The tenant will ensure that all works comply with current statutory Health and Safety legislation inclusive of Asbestos legislations where applicable, all statutory approvals inclusive of Planning Permission and Building Regulations consent and any appropriate Bylaws.
10. The new works must ensure that all existing and new services are always accessible and where this is not possible then the tenant agrees that they will arrange and meet any costs associated with taking down and re-fixing of any component to allow access where needed. If the tenant fails to do this then the tenant un-conditionally accepts that The Trust will undertake the works and will re-charge all associated cost plus administrative cost to the tenant.
11. Any areas disturbed as a result of the works shall be fully made good and reinstated to the satisfaction of The Trust.

12. The tenant will provide a guarantee for the material and workmanship and should remedial works be subsequently required during the tenancy (whether within or outside of the Guarantee) shall be the un-conditional and absolute responsibility of the tenant.
13. The tenant agrees that The Trust cannot accept any responsibility for damage caused to the units resulting from occupation, visitors, building components going into defects, floods and water damage etc.

Would you please confirm your acceptance of these conditions by completing and signing this form in the space provided and returning a copy to **Mountbarrow House, 12 Elizabeth Street, London SW1W 9RB.**

1 . NAME			
2. ADDRESS			
3. E-MAIL			
I,	Tenant of the above premises, have read, understand, and accept the conditions imposed by the Trustees of this Housing Trust for Tenants Alterations and Additions.		
SIGNED		DATE	

DATA PROTECTION ACT 2018

1. All personal data that Haig Housing Trust (the "Trust") may use will be collected, processed, and held in accordance with the provisions of the Data Protection Act 2018.
2. This Act also requires that any organisation or agency that the Trust passes your personal data to and for which it has gained your consent to do so to must also process your data strictly in accordance with the Data Protection Act (DPA) 2018. This includes limiting those who have access to it, electronically and on paper, and deleting permanently this data when there is no longer any requirement to retain it or consent is withdrawn.
3. For complete details of the Trust's collection, processing, storage, and retention of personal data including, but not limited to, the purposes for which personal data is used, the legal basis or bases for using it, details of your rights and how to exercise them, and personal data sharing (where applicable), please refer to the Trust's Privacy Policy which can be found on our website www.haighousing.org.uk or can be obtained by emailing communications@haighousing.org.uk or by telephoning 020 8685 5777. Beneficiaries will already have been provided by post or on being signed up with a Privacy Notice.