



1 Red Row
Renton
G82 4PL

Tel: 01389 721216

Fax: 01389 755990

Email: info@cordalehousing.org.uk

APPLICATION FOR ALTERATIONS



**Cordale Housing Association
Alterations Request Form**

PART B – CONSULTATION WITH NEIGHBOURS IF ERECTING SHED

Name:	_____	Name:	_____
Address:	_____	Address:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____
Do you have any objections:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have any objections:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, give details:	_____	If Yes, give details:	_____
_____		_____	
_____		_____	

PART C – DECLARATION

I declare that the information given on this form is correct and that, if approved this application, together with the letter of approval will constitute a formal consent form to carry out the work detailed.

Signature:	_____	Date:	_____
Signature:	_____	Date:	_____

RIGHT TO COMPENSATION FOR IMPROVEMENTS INFORMATION

- You may be eligible for compensation for certain improvements made to your home when your tenancy comes to any end.
- To qualify you must claim between 28 days before and 21 days after your tenancy comes to an end. Early notification is advisable.
- You will be required to provide the following information:
 - Details of the improvement for which you are claiming
 - Date started
 - Date completed
 - Cost*

* you must provide the relevant invoices if applicable. Otherwise you must provide an estimated breakdown of the cost.

Data Protection

Cordale Housing Association operates within the Data Protection Act 1998. The information you supply in connection with your application for housing will be retained on file for the length of time your application is live. Some of your information may be used for statistical purposes however, your anonymity will be protected. The Association will destroy your application and all associated information in accordance with the Association's policies and procedures, unless you specifically request otherwise.



OFFICIAL USE ONLY

Maintenance Officer/Housing Officer's Report

Pre-installation inspection (if applicable)

Comments:

.....
.....
.....

Is this alteration eligible for compensation? Yes No

If Yes, request made for copy of receipts? Yes No

Receipts requested: _____ Date: _____

Recommendation:

.....
.....
.....

Maintenance Officer's Decision:

.....
.....

Signature: _____ Date: _____

Post Inspection of Works (where applicable)

Comments:

.....
.....

Signature: _____ Date: _____

Notification sent to applicant? Yes No