

Tenant Alterations Request Form



Your details

Property address	
Tenant name(s)	
Tenancy start date	
Contact number / email	

Proposed alteration

Type of alteration	
Location in the property	
Contractor (if any)	
Proposed start date	
Proposed completion date	

Description of works

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Reason for alteration

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Painting or decorating? ☐ Yes ☐ No

If yes, colour (existing colours only):

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Fixing to walls, ceilings or floors? ☐ Yes ☐ No

If yes, how will fixtures be installed and later removed?

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Is this a disability-related adaptation? ☐ Yes ☐ No

Tenant declaration

1. No alteration or decorative work may be carried out until written approval has been granted by the landlord or managing agent.
2. Any works must be completed to a professional standard.
3. If any alteration or decoration is carried out without prior written consent, this is a breach of the Alterations Policy and I will be given 6 to 8 weeks to put it right.
4. On vacating the property, alterations must be reversed and the property restored unless otherwise agreed in writing.
5. If the property is not restored, the reasonable, evidenced cost may be deducted from the tenancy deposit under the deposit scheme's process, allowing for fair wear and tear.
6. The details provided are accurate and complete.

Tenant signature(s)		Date	
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Landlord / managing agent section

Request approved? ☐ Yes ☐ No

Conditions of approval	
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Inspection required before / after works? ☐ Yes ☐ No

Authorised by		Date	
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