

Any alteration request must be submitted and approved prior to the modification being made. Please note the following relating to approved requests:

1. You must not do your own alterations or modifications. Alterations and modifications must only be made by an appropriate licensed professional.
2. All alterations will be at the tenants cost (unless it is an approved Disability Modification).
3. A Certificate of Compliance will need to be provided to HCSA for any approved works completed for our records.
4. HCSA can reasonably refuse alteration requests when there is a risk to property. For example;
 - contravention of fire and safety regulations
 - possible exposure to hazardous substances (e.g. asbestos)
 - damage to the integrity/structure of a building
 - contravention of building codes
 - where an alteration would be detrimental to maintaining the value of the asset

Tenants Vacating Properties where Alterations have been made:

It is a condition of approval that any alterations or improvements made on a property remain when the tenant vacates the property. Please note, there will be no compensation for any costs incurred.

How to apply to make alterations to your rental property:

The permission form attached must be completed and returned to your Property Officer for consideration prior to works commencing. On receipt of the application, the HCSA Property Team may phone to discuss your request in more detail.

Housing Alterations Application



APPLICATION TO UNDERTAKE ALTERATIONS TO PROPERTY

CUSTOMER DETAILS: (Mr, Mrs, Ms, Miss) NAME: _____

ADDRESS:

NUMBER & STREET: _____

SUBURB & POSTCODE: _____

PHONE NUMBER: _____

I wish to make the following alterations:

- Air Conditioner - Type:Location: Security System/Alarm – Location
- Ceiling Fans – Location Sensor Light – Location
- Exhaust Fan/Heat Lamp – Location
- TV Antenna – Location Blinds – Location
- Cable/Satellite TV Installation– Location.....
- Roller Shutters – Location.....
- Security Doors/Screens– Location
- Other – please Describe.....

I understand that I MUST:

1. Not commence any work until written approval is received from Housing Choices South Australia.
2. Comply with the requirements of any law/council that applies to the work and obtain any approvals required by law.
3. Engage a registered or licensed person to undertake the work, when required by law and ensure that any work is undertaken in a tradesperson like manner.
4. The addition or improvement must remain at the property when the tenant vacates the property. No compensation for any costs incurred will be provided by HCSA.
5. Inform HCSA when the approved alterations or additions are completed.
6. Comply with the Residential Tenancies Act 1995 which allows a landlord to commence eviction proceedings against a tenant for breaching a term of a residential tenancy agreement by making alterations and additions without permission from the landlord.

I further agree to **RELEASE** and **INDEMNIFY** Housing Choices South Australia from and against any claim that may arise as a result of the alteration or addition including any personal injury or property damaged.

SIGNATURE **DATE**/...../.....

APPROVAL TO UNDERTAKE ALTERATIONS OR ADDITIONS TO PROPERTY

Office Use Only Housing Choices South Australia

APPROVED / NOT APPROVED: NAME:
 (circle appropriate reason) Signature: Date:...../...../.....

APPROVAL CONDITIONS

IS FINAL INSPECTION REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	Final Inspection and work completed as per application Y / N Certificate of Compliance number (if applicable)..... Name..... Signed Date...../...../.....
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WORK NOT PERMITTED

Common requests that are made by the tenant but are not permitted by Housing Choices South Australia for the following reasons:

Building structure integrity; possible exposure to hazardous substances; contravene building codes.

- ABOVE GROUND SWIMMING POOL (IN PROPERTIES WITH SHARED WATER METERS)
- ANTENNAE ON ASBESTOS OR TILED ROOF
- BATHROOM MODIFICATIONS
- CERAMIC WALL TILING
- CHAIR LIFTS
- CHANGEOVER GAS OR ELECTRIC STOVES
- ENCLOSURES TO ANY CARPORT /GARAGE UNDER THE MAIN ROOF OR TO CARPORTS /GARAGES THAT REDUCE LIGHT OR VENTILATION
- EXHAUST FANS
- EXTERNAL PAINTING
- FINISHES TO PORCHES OR VERANDAHS
- FLOOR TILING TO WET AREAS
- FLOW METERS
- FLUELESS GAS HEATERS
- FRONT FENCE EXTENSIONS OVER 1.5M (with the exception of electric gates 1.8M)
- HOT WATER UNIT (HWU) – all types including solar
- IN GROUND SWIMMING POOLS
- INSULATION
- INSTALLATION OF GATES AND / OR FENCES WITHIN MEDIUM DENSITY, COTTAGE FLAT OR WUF SITES
- INTERNAL PAINTING
- INTERNAL WALL ALTERATIONS
- KITCHEN CUPBOARD REPLACEMENT
- MAJOR BATHROOM MODIFICATIONS
- RAISING THE HEIGHT OF AN EXISTING FENCE OR GATE
- REMOVAL OF SMOKE DETECTORS
- ROOF MOUNTED AIR CONDITIONERS ON STEEL FRAMED ROOF
- ROOF MOUNTED ROTATING VENTS ON METAL CLAD & TILED ROOFS
- ROOF MOUNTED ROTATING VENTS OR AIR CONDITIONERS ON ASBESTOS ROOF
- SATELLITE DISH – any multiple sites (eg: WUF, CF etc)
- SIDE OR SCREEN FENCE EXTENSIONS
- SIDE OR SCREEN FENCE HEIGHT EXTENSIONS
- SIDE WING GATES – are permitted under certain conditions
- SKYLIGHTS
- SPA BATH - INTERNAL
- STYRENE CEILING TILES
- TILING TO BATHROOMS
- WALK UP FLAT FOYER SAFETY SCREEN DOOR
- WALK UP FLAT FOYER SECURITY DOOR
- WALL MOUNTED AIR CONDITIONER IN STEEL FRAME WALLS IN OTHER THAN PROVIDED A/C OPENING
- WALLPAPER
- WATER BED – are permitted under certain condition