



## **PROPERTY ALTERATIONS & LANDLORDS PERMISSION**

It is a requirement of your tenancy agreement that you must write and ask us for written permission before carrying out any additions, alterations or improvements to your home.

We will not refuse permission without a good reason, but we may grant permission with special conditions attached regarding the standard of the work. However, if your rent account is in arrears you will need to pay these first before we will consider any request for improvements or alterations.

It is important that you get permission, mainly to ensure the work you want to undertake does not cause a nuisance and meets all current building standards. Also, when you give up your tenancy you may be due compensation from us for improvement work that we have approved but if the work has not been approved then we may ask you to change it back to how it was previously which may prove expensive for you.

***PLEASE DO NOT CARRY OUT ANY WORK UNTIL YOU HAVE YOUR WRITTEN PERMISSION***

## **RETROSPECTIVE PERMISSION**

If you have carried out any home improvements without seeking our written permission firstly you should apply for retrospective permission in writing.

If you have carried out any home improvements without obtaining our written permissions or had permission but did not carry out the improvements as

agreed, we may have to put the property back to how it was. We have the right to ask you to return the property back to how it was before, if you refuse to do this, we can undertake this work and re-charge the cost to you.

## **REFUSAL OF STRUCTURAL ALTERATIONS**

There are structural alterations that we must consider for the long- term maintenance and cost effectiveness of the housing stock and as such we **will refuse** the following. (the tenant has the opportunity of purchasing the property, under the Right to Buy if they still wish to make major alterations)

- Loft Conversions
- Patio Doors – unless there is an existing opening such as a window with lintel where the doors are to be located.
- Removal of internal or external walls (unless for disabled adaptations through social services).