

REQUEST FOR ALTERATIONS FORM (RESIDENTIAL)

Application Form for Leaseholders

APPLICATION FOR CONSENT: RESIDENTIAL LEASEHOLD ALTERATIONS

Please fill out the below sections giving as much detail as possible.

Customer Reference Number:					
Leasehold Property Address:					
Unit Type – <i>Please Circle:</i>	House	Flat	Maisonette	Garage	Bungalow
Other Type – <i>Please Specify:</i>					

Leaseholder Contact Information

Leaseholder Full Name:	
Leaseholder Email Address:	
Leaseholder Telephone Number:	
Leaseholder Correspondence Address (<i>If different from above</i>):	

Managing Agent

Please provide the name and contact details for your managing agent to whom you pay your service charges if applicable.

Managing Agent Name:	
Managing Agent Contact Details:	

Please tick the appropriate boxes below if your request for alterations involves any of the following:

Description of Works	Please provide further detail
<p>Removal of Wall or the Creation/Forming of New Openings <i>Example:</i></p> <ul style="list-style-type: none"> - <i>Creating open plan living area</i> - <i>Increasing size of a door</i> 	
<p>Increasing the Floor Area of the Property <i>Example:</i></p> <ul style="list-style-type: none"> - <i>Loft Conversion</i> - <i>Extension</i> - <i>Conservatory</i> - <i>Mezzanine</i> 	
<p>Alterations to Services <i>Examples:</i></p> <ul style="list-style-type: none"> - <i>Changes to the gas / electrics</i> - <i>Installing boiler</i> 	
<p>Reconfiguring the layout of your Property <i>Examples:</i></p> <ul style="list-style-type: none"> - <i>Creating a new en-suite</i> - <i>Moving kitchen area</i> - <i>Converting Garage Space to Bedroom</i> 	
<p>Changing the external appearance <i>Examples:</i></p> <ul style="list-style-type: none"> - <i>replacing the windows</i> - <i>installing a roof light</i> - <i>new extraction grille</i> 	
<p>Work to non-demised areas which could impact neighbours property <i>Examples:</i> <i>Works that could affect the common parts</i></p> <ul style="list-style-type: none"> - <i>Party wall issues.</i> 	

[*HomeGround reserves the right to update this Procedure from time to time, and will seek to ensure the most up to date version is available to its customers and service users]

Applicant Declaration

I/We confirm that the details provided in this form are up to date, complete and accurate. I/We understand that if the proposed alterations change, or incomplete/inaccurate information is provided, this may delay a decision on consent, or change any conditions to which consent may be subject, including fees or third party costs.

I/We understand that acceptance of this form by Homeground may not be implied as any form of consent to the proposed alterations, or that consent will be given.

Signed

Your Name (S)

Date

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