

FOR USE BY FORTH HOUSING

	Date	Actioned/Initials
Application sent.		
Application received.		
Tenant informed of decision.		
Works completion date		
Post Inspection.		
Closure Letter.		
<u>Comments by member of staff (if any)</u>		

Appendix Two

FORTH HOUSING ASSOCIATION LTD

**ALTERATION AND IMPROVEMENT
APPLICATION FORM**

Name

Address.....

.....

.....

Telephone Number.....

Proposed Alteration/Improvement
(Please provide a brief description of the location and proposed works to be undertaken)

Location.....

Description of Works.....

Materials to be Used.....

(Please detail who will undertake this work)

Name.....

Address.....

Telephone Number.....

Forth Housing Association Ltd
M01 Adopted

Alterations and Improvements Policy 10
March 2013

Please provide a sketch of the **existing** location where you propose to carry out the Alteration/Improvement.

Please provide a sketch of the location showing the **proposed** alteration/Improvement

Forth Housing Association Ltd
M01 Adopted

Alterations and Improvements Policy 11
March 2013