
**APPLICATION FORM
TENANTS IMPROVEMENT WORKS**

TENANT NAME						
ADDRESS OF PROPERTY						
CONTACT PHONE NUMBERS	DAY		EVE		MOBILE	

DESCRIPTION OF PROPOSED WORKS		
ESTIMATED COSTS	(INCLUSIVE OF VAT - YES/NO)	£

Is planning permission or building control approval required? **YES / NO**

If yes, has permission or approval been given? **YES / NO**

Are estimates enclosed? **YES / NO**

SIGNED BY TENANT		DATE	
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Send to: Director of Technical Services, Leeds & Yorkshire HA, 2 Shire Oak Road, Leeds LS6 2TN

CONDITIONS FOR IMPROVING YOUR HOME

1. The tenant must complete an Application Form – Tenants Improvement Works, and send this together with a signed copy of these conditions and any plans, planning permission or building control approval, and estimates to the Director of Technical Services at Leeds & Yorkshire Housing Association, 2 Shire Oak Road, Leeds LS6 2TN.
2. Unless otherwise agreed in writing by the Director of Technical Services, LYHA will not meet any of the costs of the improvement or any related expenses.
3. Works must not commence until the Director of Technical Services at LYHA has granted permission in writing.
4. Prior to commencing works, you must give the Director of Technical Services at LYHA at least 3 working days notice so that an inspection of the site may be carried out.
5. The Director of Technical Services or Technical Officer at LYHA reserves the right to inspect the site at any time during the progress of the works. The tenant must allow access for any inspection.
6. All contractors or tradespersons carrying out work must be suitably qualified and hold current Public Liability Insurance.
7. The tenant must comply with the request of the appropriate statutory authorities where required
8. If planning permission or building regulation approval is required, a copy of this must be sent to the Director of Technical Services at LYHA prior to any works commencing. LYHA will not grant permission without sight of the relevant documentation.
9. The tenant will be responsible for serving the required notices on the District Valuer or any providers of gas, electric, water or telephone services. LYHA will not grant permission without sight of the relevant documentation. The tenant will be responsible for ensuring any conditions required are met.
10. The tenant will be responsible for ensuring LYHA property and fixtures & fittings are protected from damage whilst works are being undertaken.
11. The tenant will be responsible for ensuring that where damage does occur, this is rectified to the satisfaction of LYHA or any third party. The tenant will be liable for any costs incurred in rectifying such damage.
12. The tenant should notify any neighbours likely to be affected by the works, and take all possible steps to minimise inconvenience or nuisance for them. In particular, no work should be undertaken outside the hours of 8.00am and 8.00pm on weekdays and 9.0am to 5.00pm at weekends and Bank Holidays. Noisy operations, which may disturb others, should only be carried out between the hours of 9.00am to 5.00pm, Monday to Friday, excluding Bank Holidays.
13. Where it is necessary to interrupt services to neighbours (gas, electric, water, sewerage, telephone etc.), mutually satisfactory arrangements must be made prior to such works commencing

UNDERTAKING

I/We understand and agree to abide by the above conditions

Name of tenant(s)

Signature of tenant(s) Date