

Alterations Request Form

APPLICATION FORM FOR ALTERATION/IMPROVEMENT			
1. Tenant Name and Address of Property To Be Altered/Improved:			
2. Details of Proposed Alteration/Improvements:			
(Please provide full details including plan, specification, estimates, etc.). Continue on back if necessary.			
3. Is Planning Permission or a Building Warrant Required?	Yes		No
If yes, please provide copies of the approval.			
Signature(s):			
Date:			
Note: Please return this form to the Maintenance Officer. You should not proceed with the alteration until you have received a letter giving you permission to do so.			

Office use only			
Letter of confirmation sent to tenant confirming work can proceed	Yes		No
MO Signature:	Date:		
MO visit on completion of work to assess work completion/quality	Yes		No
MO Signature:	Date:		
Added info as Tenant Improvement to QLx Database	Yes		No
MO Signature:	Date:		

Comments:	
APM / MO Signature(s):	Date: