

FORTH HOUSING ASSOCIATION LTD

ALTERATION AND IMPROVEMENT

APPLICATION FORM

Name

Address.....

.....

.....

Telephone Number.....

OFFICE USE

	Date	Actioned/Initials
Application Sent to Tenant		
Application Received from Tenant		
Application Checked		
Additional information required?		
Additional information received?		
Visit Required?		
Tenant informed of decision.		
Post Inspection.		
Tenant advised of Post Inspection		
Closure Letter		

Comments *(if any)*

Proposed Alteration/Improvement

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

Location.....

Description of Works.....

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.....
.....
.....
.....
.....

Materials to be Used.....

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.....
.....
.....
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.....
.....

(Please detail who will undertake this work)

Name/of Company.....

Address
.....
.....

Telephone Number.....

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