

**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** .....

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**Materials to be Used** .....

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(Please detail who will undertake this work)

**Name** .....

**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