

Property alterations request form

RESIDENT DETAILS			
Name:			
Address:			
ALTERATION OR IMPROVEMENT INFORMATION			
Room/proposed location:			
<p>Brief description of proposed work:</p> <p>Please detail the proposed works - including specifications, along with any supporting images and contractor sketches. Send any images to us via email along with your Alterations Request form. Please consider and include:</p> <ul style="list-style-type: none"> • Is the work being professionally completed? • If yes, which company will be completing the works? • If required, are you able to return the property to its current condition prior to the end of your tenancy? • If approved, you will be required to send before and after photos, and the works may also be subject to a post-completion inspection by a member of the Simple Life London team. 			
Proposed start date of work:		Anticipated completion date of work:	
Resident Signature:		Date of application:	
<p>Please forward completed applications to your Relationship Manager or the main Simple Life London team at contactus@simplelifelondon.co.uk. Please note that you will be required to also attach a photo of the area you are looking to alter along with this request form. If you gain approval, you will also be required to send us a photo of the works once completed.</p>			
Relationship Manager Reviewed Signature:			
Printed Name:			
Alterations request declined <input type="checkbox"/>	Item must be put back to original state before tenancy ends <input type="checkbox"/>	Item may be left in new state at the end of the tenancy providing it is up to Simple Life London standards upon inspection <input type="checkbox"/>	