

Request for Addition, Alteration and/or Modification to a CEHL Property

(Please ensure you have read Guidelines for Additions, Alterations and/or Modification Requests prior to submitting this request)

Co-operative name: (CERC or CMC or Vic Wide) *(circle)*

Name of applicant

At the property known as

I/We request permission to

.....
.....

Reason:

(circle all that apply)

Disability or accessibility related

Security

Heating or Air conditioning

Other *(Please specify)*

Who is paying for the proposed work:

.....

I/we agree to waive all rights for compensation from the CERC or Common Equity Housing Ltd. If I/we elect to leave the alteration/addition/modification with the property when I/we vacate.

Attached is the following, in support of this application:

- Details clearly describing the proposed work and who will undertake the work
- Drawings and/or specifications showing location, dimensions and items to be installed
- Other relevant documents
- Copy of CERC meeting minutes supporting request

Please note that each application will be considered on its own merits. Further information may be requested to clarify and confirm the proposed works. If the work is approved, the conditions of this will be outlined in the Approval Letter. I understand I may be charged for the removal and rectification to the original condition of the item.

Member/s name and signature:

..... Date:/...../.....
..... Date:/...../.....

Maintenance Director/s Endorsement (CERC only)

Name and signature:

- 1. Date:/...../.....
- 2. Date:/...../.....
- 3. Date:/...../.....
- 4. Date:/...../.....
- 5. Date:/...../.....

(If the application relates to the Maintenance Director or the Chairperson’s property, the Secretary will need to sign in their place)

Property Officer’s Endorsement (CEHL)

Name and signature:

..... Date:/...../.....