## **MERZ Alterations/Additions Application Form**

**Property Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
  
**Daytime Contact Information**

Tenant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**After hours Contact Information**

Tenant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I request permission to** *(please be as specific as possible – include room or location on the property):*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have attached the following documents:**

[ ] Sketch of location of alteration/addition

[ ] Specification of the alteration/addition (eg air conditioner specifications)

[ ] Quotes for purchase of items

[ ] Quotes for installation/construction of items

[ ] Council approval if required.

**I understand that:**

* I must not commence any work until written approval is received from Merz Housing Co-operative Inc
* I must comply with the Council requirements that apply to the work and obtain any approvals required by law
* I must engage a registered or licensed person to undertake the work when required by law and ensure that all work is undertaken in a tradesperson like manner
* If necessary, a Certificate of Compliance must be provided to the Merz Housing Co-operative Inc.
* Unless agreed in writing with Merz Housing Co-operative Inc., I must remove the addition/alteration and make good to Merz Housing Co-operative Inc.’s satisfaction when vacating the property or compensate for any costs incurred in repairing any damage to the premises caused in undertaking or removing alterations or additions
* I must inform Merz Housing Co-operative Inc. when the approved alterations or additions are completed
* I must allow Merz Housing Co-operative Inc. to inspect the alterations/additions
* I must comply with the Residential Tenancies Act 1995 which allows a landlord to commence eviction proceedings against a tenant for breaching a term of a residential tenancy agreement by making alterations and additions without permission from the landlord.

I further agree to RELEASE and INDEMNIFY Merz Housing Co-operative Inc. from and against any claim that may arise as a result of the alteration or addition including any personal injury or property damaged.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Signature Date

*Please send this form to Merz Housing Co-operative Inc.’s Maintenance Officer (via email or post) as soon as possible to ensure your request is assessed as soon as possible.*

**For Office Use Only**

|  |  |
| --- | --- |
| Date Received |  |
| Received by | [ ] Email [ ] Post |
| Assessed by | [ ] Approved [ ] Not Approved |
| Notes | |
| **If approved** | |
| Name of Contractor |  |
| Work Inspected by | Date of Inspection |
| Certificate of Compliance received | [ ] Yes [ ] No [ ] Not required |
| Notes following Inspection | |