

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	<input type="checkbox"/> Email <input type="checkbox"/> Post
Assessed by	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Notes	

If approved

Name of Contractor	
Work Inspected by	Date of Inspection
Certificate of Compliance received	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required
Notes following Inspection	

