

Conditions for Tenant/Shared Owner/Leaseholder/Freeholder (please read and sign)

1. I understand that these work(s) are to be undertaken at my own expense.
2. **For tenants only** – Any alterations carried out or alternative equipment installed become the property of Watford Community Housing.
3. I also undertake to make good any damage arising from the works at my own expense.
4. I undertake to maintain the works at my own expense.
5. I understand that any approval given on this form does not cover the requirements of the Building Regulations and/or Planning Permissions (further information on the procedures can be obtained from Watford Borough Council on 01923 226400). It is the responsibility of the Shared Owner/Leaseholder/Freeholder to ensure that the appropriate permissions are obtained.

Signed:.....Date.....

Please return to

Customer Relations Team

Watford Community Housing, 59 Clarendon Road, Watford, Hertfordshire, WD17 1LA

Alternatively, email: Customerrelationsteam@wcht.org.uk

Part B (to be completed by the Customer Relations Team)

Approval to pass to Repairs? Yes No

If 'No' please give reason:.....

.....

Name:

Signed:.....Date.....

Part C (to be completed by Repairs Team)

Works approved? Yes No

If 'No' please give reason:.....

.....

Name:

Signed:.....Date.....