



Resident Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #s: \_\_\_\_\_

Date of Request: \_\_\_\_\_



**REQUEST FOR APPROVAL OF ALTERATIONS**

Section 3.03 (i) of the lease states: *You agree not to make any changes or alterations to the Unit (such as painting, attaching shelves or building permanent structures in the Unit), any adjoining spaces (such as front yard, back yard and carport) or any building systems (such as plumbing or electrical services) without our prior written consent. If we do consent to a change or alteration to the Unit, any adjoining spaces or any building systems, a determination will be made prior to your vacate whether what you have installed becomes our property, which you cannot remove and for which we will not pay you, or whether you must remove the alteration and complete or assume responsibility for any damage caused by the removal of the alteration.*

I/We agree to the terms and conditions of my lease, that no alteration or change can be done to the interior or exterior of the unit without written approval by Nepean Housing Corporation. The following alterations and/or changes are required/requested, as well as the reasons for the alteration if required for a specific purpose. (If required, a doctor's letter is attached.)

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

\_\_\_\_\_  
Resident Signature

Alteration Approved

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
NHC Approval

16 Kilbarron Road  
Nepean, ON K2J 5B2  
Phone (613) 823-8452  
Fax (613) 823-8453

\_\_\_\_\_  
Date