



# Application For Approval Of Alterations Or Additions To A Unit Including Through A Homecare Package Provider

Resident Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Phone / Email Details: \_\_\_\_\_

**ONLY COMPLETE IF YOUR HOMECARE PROVIDER IS PAYING FOR ALTERATION OR ADDITION  
YOUR INVOICE WILL BE FORWARDED TO YOUR HOMECARE PROVIDER FOR PAYMENT:**

Homecare Package Provider: \_\_\_\_\_

Resident's Homecare Manager: \_\_\_\_\_

Contact Details: \_\_\_\_\_

I hereby apply for permission to have the following alterations/additions made to my Unit:

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

(If you require additional space, please attach a separate sheet)

**I acknowledge and confirm the following:**

- I shall obtain a quote from the licensed tradesperson, whose details will be provided below
- I agree that the alterations and/or additions become the property of The Baptist Village Baxter Ltd. and are not to be removed without the express permission of Management
- I agree that should the alterations and/or additions be of such nature that they will need to be removed when I vacate the Unit, the cost will be borne by me or deducted from my equity
- I acknowledge that all of the costs involved are my responsibility and any ongoing maintenance is also my responsibility**
- Only company preferred contractors are to be used
- Management reserves the right to refuse an alteration or addition

**The Tradesperson I propose to engage to carry out the above alteration or addition is:**

(Please leave blank. Upon approval you will receive a copy of this form with the details of the Approved Tradesperson for **you** to contact)

Approved Plumber (Name): \_\_\_\_\_

Approved Electrician (Name): \_\_\_\_\_

Approved Tradesperson (Name): \_\_\_\_\_

Additional Information: \_\_\_\_\_

Resident's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:  APPROVED  \* NOT APPROVED

\*Reason approval has been withheld: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE, SIGN, DATE AND RETURN TO YOUR COMMUNITY CENTRE RECEPTIONIST**