

UNIT ALTERATION REQUEST PROCESS – EFFECTIVE FEBRUARY 1, 2023

As stated within your lease, in order to make **any** changes to the rental unit, all tenants **must** request and receive written authorization prior to proceeding.

Tenants are now required to fill out the attached request form and submit to the main office. Requests will be returned within 1 week from receipt at head office. If the request is not a typical request, we may require more time and we will notify you and provide an estimated timeline for response.

All alterations or modifications will be subject to the conditions listed on the form and may be subject to additional conditions depending upon the request. If additional conditions are necessary, it will be communicated to you prior to approval, for your consideration.

Failing to comply with any of the conditions, or any damages to the unit caused by the alteration, will result in the landlord reinstating the unit back to its original condition, with any and all costs charged back to your rental account.

This includes items such as painting, new light fixtures, a keyless entry lock, flooring etc. This does not include items such as hanging curtain rods or blinds, picture frames, a clock, or a small shelf on your wall for example. A reasonable amount of nail or screw holes are considered normal wear and tear after the tenancy has ended.

You are welcome to reach out to your Property Support and Quality Control team member to discuss any ideas you may have. We can let you know whether the nature of your request is likely or unlikely to be approved, or whether approval is required, prior to proceeding with the attached form. It is always best to check first! If you need any assistance with this new form, we are happy to help you.

Please note: As of February 1, 2023, we will no longer recognize any new approvals unless the tenant has a fully signed and authorized request form. You must submit the attached form and receive the signed approval back to ensure you have the proper authorization to proceed.

HAMILTON-EAST KIWANIS NON-PROFIT HOMES INC.

Meg Burgess Manager of Facilities





REQUEST FOR UNIT ALTERATION

Please complete both pages of the Tenant Section, include any documents that are likely to be required, sign, date and return this page to head office. Once received, we will provide a response with signature and return a copy of this form to you for your records. You may not proceed until you receive this completed form back from head office.

TENANT SECTION Name: Full Address: Email Address: ______Telephone: _____ Alteration/Modification Request: please provide as much detail as possible. I plan to complete this work myself Please Check One Box: I plan to hire the contractor below Contractor Name and Website or Email Address:

Initials below

Carefully read and initial each line that you agree to.

You may write N/A if any item is not applicable to your request.

I/We understand that I/we will be responsible for the cost to install, maintain, repair and/or replace this alteration for the entire length of the tenancy.	
I/We understand that I/we must return the unit to its original conditenancy has ended. If any item has been removed from the original location within the unit until I/we have reinstated it back to its original conditions.	al unit, it will be stored in a safe
I/We understand that if I/we do not reinstate the unit to its original will be issued by the landlord after I/we have moved from the unit.	
I/We have enclosed a current copy of the contractor's WSIB and I provide an updated copy 2 business days prior to the contractor be	
I/We understand that any damages to the unit caused by the insta will result in the landlord reinstating the unit back to its original co incurred charged back to my/our rental account.	
I/we understand that this is only a request, and I/we will not proce approved copy of this request back from head office.	ed until I/we have received the
All listed tenants on the unit's lease must sign below.	
Signature(s): Tenant 1	Date
Tenant 2 (if applicable)	 Date
HEAD OFFICE SECTION BELOW – PLEASE LEAVE BLANK	On behalf of:
Additional information required: Yes, see below No	McGivney Community Homes Inc Ancaster Non-Profit Homes Inc
Approved: Yes No, see below	
Signature: Date: If approved, the authorization to proceed is valid 3 months from the approved within that time, you may submit a new request.	proval date. If you do not proceed

A copy will be sent back to the tenant, saved in the maintenance unit file, and a copy to the Resident Coordinator.