



HAMILTON EAST KIWANIS
NON-PROFIT HOMES INC.

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

