



Human Services Division
Request for Alterations

Tenants must not make any alterations, decorate, install or alter fixtures on the interior or exterior of their unit without first obtaining written approval from the Housing Department.

Any alterations made by a tenant without prior written approval from the Housing Department, will result in the Housing Department restoring the unit to its original condition and charging back all costs incurred to the tenant.

Any alterations to a unit must be removed when the tenant vacates the unit.

Any approved alterations must meet all health, safety, and other standards required by law.

Tenant Name: _____ Date: _____ (mm/dd/yy)

Address: _____

Telephone No.: _____ Primary _____ Alternate _____

Description of Alteration:

Large empty rectangular box for describing the alteration.

If additional space is required, please attach a separate page.

Tenant Signature

Date



Human Services Division
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Please return this request to:

United Counties of Leeds and Grenville Human Services Division

Attention: Housing Department

25 Central Ave. West
Brockville, ON K6V 4N6

By Fax: 613-342-8908

Telephone: 613-342-3840 extension 2118

Toll Free: 1-800-267-8146 extension 2118

This request may also be dropped off at any of the following Community and Social Services offices:

Prescott:

Attention: Housing Department

360 King Street West
Prescott, ON

Gananoque:

Attention: Housing Department

375 William Street South, Suite 100
Gananoque, Ontario

For office use only:

Approved

Denied

Maintenance Supervisor Signature

Date