



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



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| <p>Please return this request to:</p> <p>United Counties of Leeds and Grenville Human Services Division <u>Attention: Housing Department</u> 25 Central Ave. West Brockville, ON K6V 4N6</p> <p>By Fax: 613-342-8908 Telephone: 613-342-3840 extension 2118 Toll Free: 1-800-267-8146 extension 2118</p> | <p>This request may also be dropped off at any of the following Community and Social Services offices:</p> <p>Prescott: <u>Attention: Housing Department</u> 360 King Street West Prescott, ON</p> <p>Gananoque: <u>Attention: Housing Department</u> 375 William Street South, Suite 100 Gananoque, Ontario</p> |
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|-----------------------------------|---------------------------------|
| <i>For office use only:</i> | |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| _____ | _____ |
| Maintenance Supervisor Signature | Date |