

## PROPERTY MODIFICATION REQUEST FORM

### RENTER INSTRUCTIONS

All modifications made to the property must be either **reported** to your Property Manager in writing or **permission must be sought** from the Residential Rental Provider.

Please see list below outlining modifications in which can be done without permission and those in which a request for permission must be put forward.

You can install any of the following items without permission, however we must be informed:

- non-permanent window film for insulation, reduced heat transfer or privacy
- a wireless doorbell
- curtains (but the renter must not throw out the original curtains)
- adhesive child safety locks on drawers and doors
- pressure mounted child safety gates
- a lock on a letterbox.

You can install any of the following items without permission, as long as the property is not listed in the Victorian Heritage Register, however we must be informed:

- picture hooks or screws for wall mounts, shelves or brackets on all surfaces except exposed brick or concrete walls
- wall anchors to secure items of furniture on all surfaces except exposed brick or concrete walls
- LED light bulbs which don't need new light fittings
- low flow shower heads (the renter must not throw out the original shower head)
- blind or cord anchors
- removable safety devices such as alarm systems or security cameras, as long as they:
  - do not impact the privacy of neighbours
  - can easily be removed from the property
  - are not hardwired to the property.
- hardware mounted child safety gates on walls other than exposed brick or concrete walls.

If you wish to make any other changes, for example the below listed items, you must seek permission.

- picture hooks or screws for wall mounts, shelves or brackets on exposed brick or concrete walls
- hardware mounted child safety gates on exposed brick or concrete walls
- wall anchors to secure items of furniture on exposed brick or concrete walls
- draughtproofing in a property without open flued gas heating. This includes installing:
  - weather seals
  - caulking or gap filling around windows, doors, skirting and floorboards

- a security system if an invoice with the name of the installer is provided to the rental provider at time the consent is requested. The system must be installed by suitably qualified person and must not impact on the privacy of neighbours
- flyscreens on doors and windows
- a vegetable or herb garden
- a secure letterbox
- painting of the premises
- modifications to secure external gates
- any modification which contributes to the conservation of a registered place and is proposed to be undertaken in accordance with Part 5 of the Heritage Act 2017.

**We draw your attention to the below:**

- a restoration bond may be required to be paid if:
  - the cost of the modification exceeds \$500
  - the modification is required to be reversed upon end of tenancy
  - the bond must be paid prior to modifications being done
- dependant upon the modification request, the RRP may require this to be completed by a suitably qualified person
- modifications must be reversed at the end of your rental agreement, upon vacating, unless otherwise agreed with the RRP. If not completed to satisfactory standard, rectification costs may be deducted from your bond.

**Please complete this form and email your Property Manager or deliver to our office.**

Date:

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Address:

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Name/s:

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Modification: \_\_\_\_\_

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Signature of all renters:

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