

## **Application Form for Landlord’s Consent (Leaseholder)**

Please complete this form to carry out alterations, improvements or additions to your property. Consent should be obtained prior to any works being carried out.

Please return your completed form to:

Leasehold Services  
Greenfields House  
Charter Way  
Braintree  
CM77 8FG  
Email: [Jade.Ford@eastlighthomes.co.uk](mailto:Jade.Ford@eastlighthomes.co.uk)

Please ensure you provide as much information as possible as this will help us process your application as quickly as possible. We aim to respond to your application within 7 working days. If further information is required, you will be notified.

**Name:** .....

**Leasehold Address:** .....

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**Telephone number:** .....

**Email Address:** .....

**What works do you intend to carry out? Please provide full details and specifications of intended alteration/improvement and include drawings/sketches if the layout is to be altered. Continue on separate sheet if required.**

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**Details of installer/contractor:**

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**Together with the above information, we will also require:**

- 1. Proof of qualification of installer/contractor e.g. FENSA Certification; Gas Safe; NICEIC or equivalent (if applicable).**
- 2. A copy of the installer/contractor's Public Liability Insurance – minimum £5m.**
- 3. Copies of electrical certificates (if applicable) will be required on completion of the works.**

Please note that if alterations/improvements are carried out without Landlord's Consent this may delay any future resale of the property. We will also treat this as a breach of your lease and we may require you to either remove them and re-instate the property to its previous condition or apply for Retrospective Landlord's Consent for which a fee is payable.

We will use the information provided above to check your eligibility to make alterations to your home. We will retain your application details on our Property Management and Document Management systems. This information will be retained for 12 years after your ownership.

For further information regarding how we may use, store, process and share your personal information please visit our website to view our privacy policy:

<https://www.greenfieldsch.org.uk/privacy-policy/>

This is also available on request.

**Declaration**

I confirm that the information supplied is true and complete to the best of my knowledge

I/We\* can confirm that I/We\* have read the statement above

All named leaseholders are to sign this application

**Signed:** ..... **Date:** .....

**Print name:**.....

**Signed:** ..... **Date:** .....

**Print name:** .....