

**Hastings County Community and Human Services
Housing Services
Administrative Policies and Procedures**

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|--|-------------------|------------------------|
| SUBJECT : Alterations Policy (formerly Improvements Policy) | | |
| APPROVED BY : County Council | | |
| POLICY #: L.H.C. 1 | | |
| ORIGINAL ISSUED | SUPERCEDES | CURRENT VERSION |
| May 2007 | November 2012 | November 2016 |

PURPOSE

To inform tenants of the need to contact the Hastings Local Housing Corporation and to request permission prior to making any alterations or additions to the interior or exterior of the unit or building.

SCOPE

The policy applies to the units directly managed by the Hastings Local Housing Corporation.

REQUIREMENT

If the tenant makes improvements, with the approval of the landlord, prior to vacating the leased premises, the tenant shall restore the leased premises to the condition that the unit was in before the alterations had been made. Any restorations required under this policy shall meet all health, safety and any other standards required by law and shall conform in type and quality of workmanship and materials to those that exist in the residential complex. If the tenant fails to restore the leased premises, the Hastings Local Housing Corporation may do all the restoration work and may charge the tenant the entire cost of the restorations. Upon the tenant vacating the unit all alterations shall become the property of the Hastings Local Housing Corporation, without any compensation to the tenant.

If the tenant makes any alterations, without the approval of the Hastings Local Housing Corporation, may do all the necessary work to restore the unit to the condition it was in prior to the alterations be made. The tenant will be charged the entire costs of the restoration.

RESPONSIBILITY

Prior to any repainting or future improvements the improvements permit must be completed by the tenant and signed by the Maintenance Supervisor and/or the Property Supervisor.

In the pre-move out inspection report the Property and Maintenance Supervisors shall identify any restoration required. The tenant is to be reminded that failure to restore the leased premises to the condition that the unit was in before the alterations had been made may result in the entire cost of the restorations being charged back to the tenant.

COMMUNITY AND HUMAN SERVICES
Housing Services
Postal Bag 6300, 228 Church Street
Belleville, Ontario K8N 5E2



Phone: 613.966.1311
Fax: 613.968.3197
Toll Free: 1.800.267.0575

REFERENCES

Hastings Local Housing Corporation Administrative Policies

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Alterations Permit

(Must be completed before any work commences)

Any work done will be to a standard acceptable to the Housing Programs Branch and will be inspected upon completion and any repairs or changes will be my/our responsibility.

All carpet and vinyl flooring temporarily installed cannot be secured to the existing flooring by any means. The exception to this is the use of removable double sided tape to eliminate a safety concern in high traffic areas. Peel and stick vinyl flooring is prohibited.

I agree to return the unit to the approved colour scheme if painted; or restore the units to its prior condition for all other improvements made upon vacating the suite. I understand that failure to restore the leased premises may result in the entire cost of restoration being charged to my account.

Having read the above and being familiar with the Alterations Policy:

I/we ask permission to paint, or alter my/our unit.

Number _____

Address _____

Description of Improvement:

Date _____

Tenant(s) _____

Tenant(s) Signature _____

Signature Maintenance Supervisor – Housing Programs Branch and/or Property Supervisor

Inspection Date _____

Comments _____

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