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| Franklyn HousingCo-operative Ltd |

**Alterations to properties**

The committee appreciates tenants who maintain and take a pride in their homes, and recognise that as part of this tenants will sometimes wish to make alterations and carry out improvement works.

Your tenancy agreement ( clause 3.9 ) confirms:

*Not to make any structural alterations to the Property and not to make any alterations, additions or improvements to the Property (including the erection of aerials and satellite dishes) without the written consent of the Co-operative which shall not be unreasonably withheld (see Clause 2(8)) and to observe reasonable regulations and directions given by the Co-operative as a condition of consent being granted.*

The guiding principle in assessing whether you need to obtain prior approval from the co-op is whether the item or area to be worked on is something that would be the co-ops responsibility to maintain and repair under the terms of the tenancy agreement.

* If you wish to carry out internal decorations to the property ( ie the ceiling, walls & woodwork - but not fixtures ), as this is something that is a tenants responsibility you do not need permission for this.
* If you wish to replace internal door handles, wc seats, shower heads, bath and basin plugs, as these are minor works which usually the co-op would not do, then you do not need permission.
* If you wish to replace any internal fittings such as doors, taps, light fittings, kitchen units, tiling, floor covering to kitchen & bathrooms, as these are the co-ops responsibility, you should obtain prior approval.
* If you wish to carry out any external works, as these would usually be the co-ops responsibility, and as visually they may affect the appearance of the estate, you should obtain prior approval.

Please note that the above list is for example only and is not exhaustive.

The procedure for requesting approval is to put your request in writing to the committee, c/o either the Chair at 9 Manciple Close or the Secretary at 7 Bakers Close. They will take the request to the next committee meeting for consideration and you will then receive written confirmation of the decision / approval.

Works ( including the disposal of any fittings being removed ) should not be undertaken until you have received written approval.

Please note that any works carried out will need to be undertaken by competent / suitably qualified persons, and in the case of electrical work, the electrician carrying out the work must provide an installation certificate for the co-ops records.

Any new fixtures or fittings installed by tenants will then become the tenants responsibility to maintain, the co-op will not repair or renew them. If you then move out you should either leave the fittings, or replace them with the originals which you removed.