



Application for Approval of Alterations or Additions to a Unit

Resident Name: _____ Unit No: _____

Phone / email details: _____

I hereby apply for permission to have the following additions/alterations made to my unit:

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I acknowledge and confirm the following:

- I have obtained a quote from a licensed tradesperson, details are provided below
- I agree that the alterations and or additions become the property of The Baptist Village Baxter Ltd. and are not to be removed without the express permission of Management
- I agree that should the additions and/or alterations be of such nature that they will need to be removed when I vacate the unit, the cost will be borne by me or deducted from my equity.
- I acknowledge that all of the costs involved are my responsibility and any ongoing maintenance is also my responsibility.
- Only company preferred contractors are to be used.
- Management reserves the right to refuse an alteration or addition.

The Tradesperson I propose to engage to carry out the enclosure is:

Approved Plumber (Name) _____

Approved Electrician (Name) _____

Approved Air Conditioner Installer (Name) _____

Tradesperson's Contact details: _____

Resident's Signature : _____

Date : _____

Office Use Only:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED*
* Reason approval has been withheld: _____		
Date :	Signature :	

PLEASE COMPLETE IN DUPLICATE AND RETURN BOTH COPIES TO YOUR HOSTESS