

E&J ESTATES ALTERATIONS AND PERMISSIONS

Introduction

As the landlord owns the building and will own the property when your lease ends, the landlord needs to ensure that you do not make any alterations or additions which may adversely affect the landlord or damage the building. Some alterations or additions do not require the landlord's permission. For example, internal painting and decorating, minor plumbing and electrical works, upgrading of kitchens and bathrooms on a like-for-like basis and new interior doors do not require the landlord's permission. If you are thinking of making any other alterations or additions, you should ask the landlord for permission before you carry out any work. If work has already been carried out already without the landlord's permission, you should ask the landlord for what is called retrospective permission.

Frequently Asked Questions

1. How do I ask for the landlord's permission to make alterations or additions to the property?

Please complete the attached form and forward this to the Legal team either by post to E&J Estates, Prospect Place, Moorside Road, Winchester, Hampshire SO23 7RX or by email to legal@eandjestates.co.uk

2. Are there any fees in addition to the landlord's initial fee?

This will depend on the circumstances. The landlord will review the nature and extent of the proposed alterations and additions or of the work which has been carried out already. The landlord may require you to pay further fees and may specify amendments to your lease.

3. Can I keep a pet?

Pets can cause residents to make complaints to the landlord. It is unlikely that consent will be given for dogs or other animals in buildings with shared facilities such as gardens, paths, hallways, stairs, lifts or landings in view of the need to protect the health and wellbeing of all residents. If consent is to be given by the landlord, it will be subject to conditions.

4. How do I ask for consent to keep a pet?

Please provide us with the following information:

- (i) the address of the property
- (ii) type of property (i.e. Flat / House) and details of any shared facilities
- (iii) a description of the animal

Please send this request to the Legal team either by post to E&J Estates, Prospect Place, Moorside Road, Winchester, Hampshire SO23 7RX or by email to legal@eandjestates.co.uk

- b) Any relevant drawings or plans including “before” and “after” plans**
- c) Site photographs**
- d) Any building regulation consents or planning approvals obtained from the local authority**

Upon receipt of the above, we shall advise you of the landlords’ initial fee. The more information you are able to provide at this stage, the less time it will take us to advise you of the landlords’ requirements.

In addition to the above, the landlords’ insurers will require the following information:

- 1. Value of the works**

- 2. Duration of the works (*if not carried out already*)**

- 3. Contractors’ name and confirmation they have public liability cover in place (*not applicable if seeking retrospective consent*)**

- 4. Confirmation that you (or your contractors) will insure the works whilst they are being carried out (*not applicable if seeking retrospective consent*)**

Signed: _____

Date: