

## 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 to E&J Estates, Vaughan House, Moorside Road, Winchester, Hampshire SO23 7SA or by email to [legal@eandjestates.co.uk](mailto:legal@eandjestates.co.uk) and upon receipt, along with any relevant documents, we shall advise you of the landlords' initial fee for considering your proposal which is payable whether or not consent is forthcoming.

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

This will depend on the circumstances. The landlord will take into account 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. In the interest of all residents, the landlord needs to control how the building is used. If you are thinking of keeping a pet, you should ask the landlord for consent. If you are keeping a pet without the landlord's consent, you should ask the landlord for what is called retrospective consent.

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

Please send us the following: (i) the address of the property, (ii) a description of the animal and (iii) your cheque for £120.00 payable to E&J Estates in respect of the landlord's fee. It is unlikely that consent will be given for dogs or other animals which are unsuitable for a shared building. If consent is given, it may be subject to conditions.



*Please continue on a separate sheet if required*

- 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:**