

E&J ESTATES ALTERATIONS AND PERMISSIONS

Introduction

As your landlord owns the building and will own the property when your lease ends, your landlord needs to ensure that you do not make any alterations or additions which may adversely affect your landlord or damage the building. Some alterations or additions do not require your 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. If you are thinking of making any other alterations or additions, you should ask your landlord for permission before you carry out any work. If work has already been carried out already without your landlord's permission, you should ask your landlord for what is called retrospective permission.

Frequently Asked Questions

1. How do I ask for my 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@eandjstates.co.uk

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

This will depend on the circumstances. Your landlord will review the nature and extent of the proposed alterations and additions or of the work which has been carried out already. Your 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 your 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 your 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

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- 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 your landlord’s initial fee. The more information you are able to provide at this stage, the less time it will take us to advise you of your landlords’ requirements.

In addition to the above, your landlord’s 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: