



**Request for Authorization to Carry out
Additional Works or Alterations to Property**

N.B. You should submit this form and wait for written authorisation from HAIL before any work is undertaken; if you commence work and authorisation is subsequently refused you will be liable for the costs of removal, reconstruction and making good such works.

From :(Please print your name & address)

Nature of works to be carried out

Please include (where applicable) method of construction, dimensions, location

Do you plan to carry out the work yourself? Yes / No

If no, please give the name of the contractor/builder: _____

Please attach a copy of any drawings or specifications that you have.

Declaration

I understand that any additional works or alterations made to my property can only be undertaken once permission from my landlord has been given. I also understand that I am responsible for the upkeep and maintenance to any works or alterations that I complete.

Further, I agree to remove any alterations or additional work if and when my tenancy ends and to return the property to the landlord in its original state and condition, if directed to do so by the landlord during the tenancy notice period.

Signed: _____ Date: _____

Please return this form to:

Housing Officer, HAIL, Second Floor, Central Hotel Chambers, 7-9 Dame Court, Dublin 2